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ABSTRACT

Both Bridgeport University and the division of Information Services have undergone many changes in the past few years as the university has restructured its colleges, established the Metropolitan College for adult learners, introduced a core curriculum for undergraduates, and placed increasing emphasis on professional programs. Information Services has been restructured to form a division offering educational and cultural services to the university and its community. This long-range plan is designed to provide guidance in planning for services, resources, and facilities that must take into account new needs and concerns. The document presents an overview of the operations and services of each of the following departments and makes recommendations for the restoration, enhancement, and improvement of their services to the university community: Information Services; Center for Educational Resources; Library Information Services--Stamford/Greenwich Center for Higher Education; Media Services; University Library; and WPKN AM-FM Radio Station. Histories, staffing patterns, and operating budgets for many of the departments are discussed. (THC)

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LONG RANGE PLAN

Adademic Years
1984/85 through 1988/89

INFORMATION SERVICES

Center for Educational Resources
    Helene Fuld Learning Resources Center
    Learning Center
Library Information Services
    Stamford/Greenwich Center for Higher Education
Media Services
University Library
WPKN AM-FM Radio Station

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Judith Lin Hunt

Executive Director of Information
Services and University Librarian

Fall 1984

The author gratefully acknowledges the guidance and advice given by Dr. R. Kathleen Molz, Melville Dewey Professor of Library Service, Columbia University School of Library Service, during the preparation of this document.

LONG RANGE PLAN

INFORMATION SERVICES

Table of Contents

Long Range Plan Participants . . . . i - ii

Information Services . . . . 1 - 17

  Introduction. . . . . 1 - 2

  Personnel . . . . 5 - 9

  Organization Chart. 10

  Communication - External. . . . . 11 - 15

  Communication - Internal. . . . . 16 - 17

Center for Educational Resources . . . . 18 - 33

  Helene Fuld Learning Resources Center . . . . 27 - 29

  Learning Center . . . . 30 - 33

Library Information Services - Stamford/Greenwich Center
  for Higher Education. . . . . 34 - 37

Media Services . . . . 38 - 44

University Library . . . . 45 - 119

  History . . . . 45 - 46

  Mission . . . . 47 - 48

  Periodicals Services Department . . . . 49 - 57

    Serials Unit . . . . 56 - 57

  Reference Services Department . . . . 58 - 68

    Circulation and Reserve Units. . . . . 62 - 66

    Interlibrary Loan Unit . . . . 67 - 68

Special Collections . . . . 69 - 70
Technical Services Department . . . . 71 - 77
    Acquisitions Units . . . . 72 - 74
    Cataloging Unit. . . . . 75 - 77
Resources . . . . 78 - 98
    Business . . . . 83 - 89
    Science, Technology and Health . . . . 90 - 95
    Social Sciences, Humanities and Fine Arts. . . . . 96 - 98
Operating Budget. . . . . 99 - 101
Institutional Support 102
Technology. . . . . 103 - 105
Staffing. . . . . 106 - 107
Security. . . . . 108 - 117
Building Maintenance. . . . . 118 - 119
WPKN AM-FM Radio Station . . . . 120 - 130

LONG RANGE PLAN PARTICIPANTS

INFORMATION SERVICES

HELENE FULD LEARNING RESOURCES CENTER
- Edwin Wilmot, Jr.

LEARNING CENTER
- Dr. Lydia Duggins*
- Kim Hughes Teft

MEDIA SERVICES
- Thomas Carter
- Philip DeVitt
- Eileen Kaplin

STAMFORD/GREENWICH CENTER FOR HIGHER EDUCATION - LIBRARY INFORMATION SERVICES
- Sue Ellen Clarke*
- Jill Feyer*

WPKN AM-FM RADIO STATION
- Harry Minot

UNIVERSITY LIBRARY

Administrative Staff
- Patricia DiToro
- Olga Mercier-Majewski

Librarians Council
- Steven Bay
- Rene Boux
- Harold Hammond
- Carol Harker
- Marian Penn
- Carmela Tino
- Connie Vavoudis

Part-time Librarians
- Paula Herzlinger*
- Eric Johnson*
- Gracia Moses*
- Rosemary Palmquist*
- Judy Randi*

Curator/Consultant
- Eugene P. Pattberg*

Support Staff Council
- Betty Bedford
- Ann Cholewinski
- Diana Goomrigian
- Virginia Grasso
- Kathy Krochko
- Joan Kryskiewicz
- Bridget Leslie
- Valerie Glad*
- Jean Keating*
- Nanette Labita*

Building Staff
- Mark Bandazian
- Milo Worthing
- John Guerin*

---

*denotes part-time

LONG RANGE PLAN PARTICIPANTS

UNIVERSITY COMMITTEES

FACULTY COUNCIL LIBRARY COMMITTEE
- Justus van der Kroef, Chairperson
- René Boux
- Harry Rhymer
- Lois Shine

STUDENT COUNCIL LIBRARY COMMITTEE
- Chris LeDoux, Chairperson

UNIVERSITY SENATE
LEARNING AND INSTRUCTIONAL SERVICE COMMITTEE
- Edwin Wilmot, Chairperson
- Sean Kelly
- Louise Soares
- Justus van der Kroef

INFORMATION SERVICES

INTRODUCTION

Both the University and the division of Information Services have experienced many changes in the past few years. The University has restructured its colleges, established the Metropolitan College for adult learners with the expectation of an increase in part-time enrollment to offset the probable decrease in the numbers of traditional full-time students, introduced a core curriculum for undergraduates, is placing increasing emphasis on professional programs, is facing rising energy and maintenance costs, and is coping with fiscal constraints as a result of a static enrollment. Information Services, too, has restructured to form a division to offer educational and cultural services to the University and its community. Technological advances have provided new means to expand the access to the ever-growing amount of information and to make available information in different formats which can be integrated into the classroom instruction, enchance the opportunity for independent study, and complement the traditional sources of information. A more diverse student population; demographically, chronogically, and educationally; and resources and services needed for different courses ranging from the liberal arts to high technology call for new and varied services and resources.

Planning for services, resources and facilities must take into account all of the needs and concerns. The Long Range Plan for Information Services attempts to accomplish this. The Center for Educational Resources (including the Helene Fuld Center and the Learning Center), Media Services, the Stamford/Greenwich Center, the University Library, and WPKN Radio present an overview of their operations and services and make recommendations to restore, enhance, and improve the services to this University.

INFORMATION SERVICES

Information Services is a division within Academic Affairs which provides education and cultural information and services to the University's students, faculty, staff, and general community.

The present organization of Information Services was established in July, 1983. It encompasses the operations of:

Helene Fuld Learning Resources Center
Learning Center
Media Services
University Library
Library Information Services at the Stamford/Greenwich
 Center for Higher Education
WPKN AM-FM Radio Station

all of which are under the administration of the Executive Director of Information Services and University Librarian.

From July 1980 to July 1983 the operations were administratively separate and were divided between the University Librarian and the Director of Learning/Instructional Services.

The University Librarian administered:

Helene Fuld Learning Resources Center
Library Information Services at the Stamford/Greenwich Center
 for Higher Education
University Library

The Director of Learning/Instructional Services administered:

Media Services

Learning Center

Radio Station

WUBC-TV

Academic Television

Computer-based Education in the Center for Individualized Instruction

However, in July 1983, Learning/Instructional Services was phased out and the operations divided. The Director of Learning/Instructional Services continued as Director of Computer-based Education; the operations of WUBC-TV and Academic Television are now administered by the Assistant Vice-President for Administration and Finance; all others are administered by the Executive Director of Information Services and University Librarian.

From July 1978 to July 1980, all operations were administered under the Dean of Learning Resources.

INFORMATION SERVICES

PERSONNEL

1983 - 1984

Judith Lin Hunt**, Executive Director, University Librarian, and Wahlstrom Building Manager
B.A., M.L.S., M.A., D.L.S. (in progress)

Olga Majewski**, Coordinator of Operations and Assistant Wahlstrom Building Manager
B.E.S., M.L.S. (in progress)

Patricia DiToro**, Secretary

HELENE FULD LEARNING RESOURCES CENTER

Edwin Wilmot, Director
B.S., M.S.Ed.

LEARNING CENTER

Lydia Duggins*, Director
B.S., M.S.Ed., Ph.D.

Kim Hughes Teft, Associate Director
B.A., M.S.

LIBRARY INFORMATION SERVICES
STAMFORD/GREENWICH CENTER FOR HIGHER EDUCATION

Open Position*, Head Librarian

Jill Feyer*, Library Assistant

Sue Ellen Clarke*, Library Assistant

MEDIA SERVICES

Thomas Carter, Director

Philip DeVitt, Technician

Eileen Kaplin, Secretary

UNIVERSITY LIBRARY

Administration Office

Judith Lin Hunt**, University Librarian, Reference Librarian,
History Bibliographer
B.A., M.L.S., M.A., D.L.S. (in progress)

Olga Majewski**, Coordinator of Library Operations
B.E.S., M.L.S. (in progress)

Patricia DiToro**, Secretary

Periodicals Services Department

Carmela Timpo**, Head and Reference Librarian
B.A., M.L.S., M.S.Ed.

Open Position, Library Technician II

Serials Unit

Betty Bedford, Library Technician II

Reference Services Department

Steven Bay**, Head
B.S., M.S., M.L.S.

Circulation and Reserve Unit

Ann Cholewinski, Head. Library Technician II
B.E.S. (in progress)

Open Position, Library Technician I

Jean Keating** *, Library Clerk

Kathy Krochko*, Library Clerk
B.A., M.S. (in progress)

Nanette Labita*, Library Clerk
B.A. (in progress)

Interlibrary Loan Unit

Virginia Grasso, Library Technician II
L.T.A., B.E.S. (in progress)

Reference Librarians for Periodicals
and Reference Services Departments
and Subject Bibliographers

Steven Bay**, Reference Librarian and Subject Bibliographer
for Health Sciences and Science and Technology
B.S., M.S., M.L.S.

René Boux, Reference Librarian and Subject Bibliographer
for Fine Arts and Social Sciences
B.A., M.L.S.

Carol Harker, Reference Librarian and Subject Bibliographer
for Business, Humanities, Education, and Government Documents
B.A., M.A., M.L.S.

Open Position, Reference Librarian and Subject Bibliographer

Reference Librarians for Periodicals
and Reference Services Departments
(part-time)

Paula Herzlinger*
B.A., M.L.S.

Eric Johnson*
B.A., M.A., M.L.S.

Gracia Moses*
B.A., M.L.S.

Rosemary Palmquist*
B.A., M.L.S.

Judy Randi*
B.A., M.A., M.L.S.

Cataloging Librarians also serve in Reference and Periodicals
Services Departments

Special Collections

Eugene P. Pattberg*, Consultant/Curator
B.A.

Technical Services Department

Harold Hammond**, Head
B.A., M.L.S.

Acquisitions Unit

Diane Goomrigian, Library Technician II
B.A.

Patricia O'Brien, Library Clerk

Cataloging Unit

Harold Hammond**, Cataloger
B.A., M.L.S.

Marian Penn**, Cataloger
B.A., M.L.S.

Connie Vavoudis**, Cataloger
B.A., M.L.S.

Open Position, Library Technician I

Joan Kryskiewicz, Library Clerk

Valerie Glad*, Library Clerk

Building Attendants

Mark Bandazian

Milo Worthing

John Guerin*

Building Monitors

Jean Casselli*

Warren Davenport*

Nestor Guedez*

Jean Keating* **

Annette Lamberson*

Frank Pacenti*

Marie Perry*

Frank Resel*

Michael Roach*

Charlie Schmidt*

William Burke*

WPKN AM-FM RADIO STATION

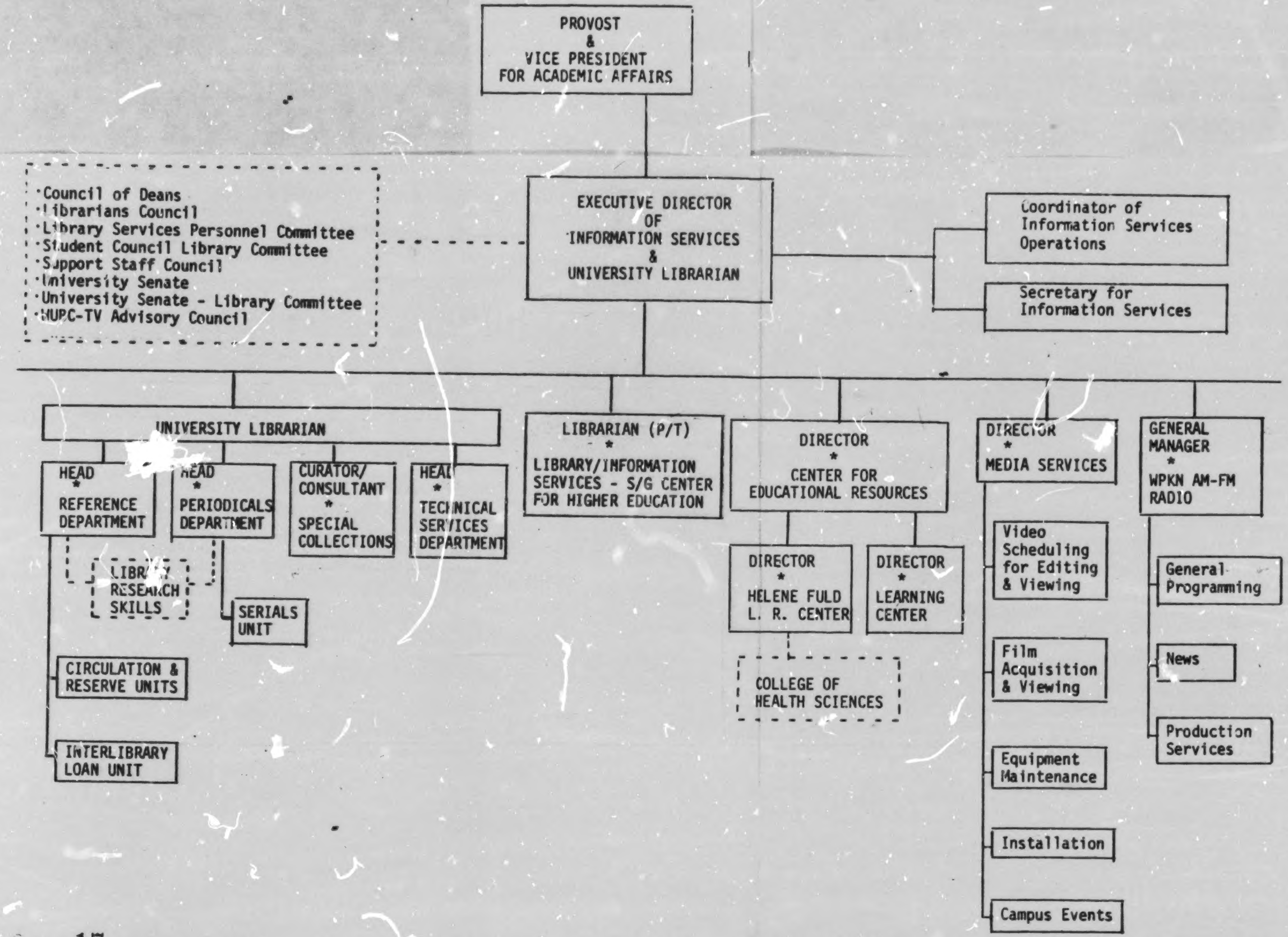
Henry D. Minot III, General Manager

* denotes part-time

** denotes service in more than one department

INFORMATION SERVICES

ORGANIZATION CHART


PROVOST & VICE PRESIDENT FOR ACADEMIC AFFAIRS
EXECUTIVE DIRECTOR OF INFORMATION SERVICES & UNIVERSITY LIBRARIAN
·Council of Deans
·Librarians Council
·Library Services Personnel Committee
·Student Council Library Committee
·Support Staff Council
·University Senate
·University Senate - Library Committee
·WUPC-TV Advisory Council
Coordinator of Information Services Operations
Secretary for Information Services
UNIVERSITY LIBRARIAN
HEAD * REFERENCE DEPARTMENT
HEAD * PERIODICALS DEPARTMENT
CURATOR/CONSULTANT * SPECIAL COLLECTIONS
HEAD * TECHNICAL SERVICES DEPARTMENT
LIBRARY RESEARCH SKILLS
SERIALS UNIT
CIRCULATION & RESERVE UNITS
INTERLIBRARY LOAN UNIT
LIBRARIAN (P/T) * LIBRARY/INFORMATION SERVICES - S/G CENTER FOR HIGHER EDUCATION
DIRECTOR * CENTER FOR EDUCATIONAL RESOURCES
DIRECTOR * HELENE FULD L. R. CENTER
DIRECTOR * LEARNING CENTER
COLLEGE OF HEALTH SCIENCES
DIRECTOR * MEDIA SERVICES
Video Scheduling for Editing & Viewing
Film Acquisition & Viewing
Equipment Maintenance
Installation
Campus Events
GENERAL MANAGER * WPKN AM-FM RADIO
General Programming
News
Production Services

INFORMATION SERVICES

COMMUNICATION

EXTERNAL

To enhance the awareness and increase the use of academic support services and resources:

The EDIS shall continue to serve on the Council of Deans.

The EDIS shall continue to serve on the Advisory Council of WUBC-TV.

Information Services shall explore ways to provide services to Metropolitan College, the Connecticut Technology Institute, and to area business and industry. The EDIS shall meet periodically with the Deans of Metropolitan College, College of Science and Engineering, and Business and Public Management to ensure the development of cooperative and beneficial relationships.

The EDIS should become a voting member of the University Senate.

The EDIS shall continue to work with the Office of Communications to prepare news releases for area newspapers and journals concerning the activities of the Library.

The EDIS shall work with the Professor of Bibliographic Instruction and Dean of Student Life to prepare and issue a special supplement to The Scribe each semester to be used as an orientation guide to the services, resources, and facilities of Information Services.

The EDIS shall work with the heads of the units to prepare and issue a guide to Information Services for the students, with a supplement for the faculty. The guide should be reviewed each summer to incorporate any revisions, and be issued at the beginning of each fall semester.

The EDIS shall prepare articles for the Calendar/Bulletin concerning activities of the Information Services. A designated bibliographer shall submit a list of new acquisitions each month to the EDIS to be published in the Calendar/Bulletin.

The EDIS shall suggest articles for The Scribe concerning activities of Information Services. A designated bibliographer shall submit a list of new acquisitions each month to the EDIS to be published in The Scribe.

The EDIS shall make further efforts to establish a Friends of the Library organization. Programs of educational and cultural natures shall be planned, at least one a semester. The EDIS shall work with the friends organization to prepare and issue a newsletter at least once a semester.

The WPKN Advisory Board shall meet at least once a semester to make recommendations regarding programming and reviewing budgetary needs.

The EDIS shall prepare information on the activities of Information Services for broadcast over WPKN-AM. Changes in Library hours for holidays and intersessions shall be broadcast over the AM station.

The EDIS and other members of the Information Services staff shall work with the University Senate Learning and Instructional Resources Committee to identify the needs of and provide the services, resources, and facilities to the students, faculty and staff of the University. The Information Services and the Committee shall meet at least once a semester, and more often when necessary.

> Recommendations
>
> The Learning and Instructional Resources Committee shall prepare an annual report regarding Information Services as part of the Committee's required report to the Senate.
>
> A member of the Faculty Council Library Committee shall also be a member of the Learning and Instructional Resources Committee to insure greater communication between the two Committees.

The EDIS and other members of the Library staff continue to work with the Faculty Council Library Committee to identify and provide the services, resources and facilities for the students, faculty, and staff of the University. The meetings with the Library and Committee shall be held at least once a semester, or more often when necessary.

> Recommendation
>
> One member of the Student Council Library Committee shall sit, ex-officio, on the Faculty Council Library Committee to insure greater communication between the two Committees.

The EDIS and other members of the Library staff shall continue to work with the Student Council Library Committee to identify the needs of and provide the services, resources and facilities for the students of the University. The Library shall meet with the Committee at least once a semester, or more often when necessary.

The Executive Committee of the Library shall work with the Professor of Bibliographic Instruction to develop a video tour of the Library. The video tour could be used in the Library Research Skills course, for small groups as part of the Library's instruction program, in the training program for student assistants, and as promotional material for Admissions programs.

Information Services shall develop a program of workshops for faculty, administration and staff to inform and promote the use of academic support services. The EDIS shall work with the head of each unit to accomplish this.

The audio self-guided tour of the Library should be reviewed each summer by the Library Executive Committee and any revisions should be incorporated for availability each fall to insure a recorded tour with current information.

The Library shall work closely with the faculty to insure the provision of services, resources, and facilities to meet the instructional needs. The faculty departments shall continue to choose a faculty member to work to act as liaison with the Library. The appropriate bibliographer shall continue to meet periodically (at least once a semester) with the faculty liaison to determine instructional needs, review assignments, and discuss the development of new courses or programs. The EDIS shall send a letter of introduction and copy of the Guide to Information Services to each new faculty member (full- and part-time), to be followed by a meeting with and tour of the Library by the bibliographer. The bibliographer shall meet at least once a year with the department, preferably early in the fall semester. The Library shall continue to host an annual holiday gathering for faculty department chairpersons and liaison to promote more formal and informal communication between the faculty and the Library. Members of the other units of Information Services shall be invited.

INFORMATION SERVICES

COMMUNICATION

INTERNAL

To promote the efficient and effective operations:

The EDIS/UL shall meet monthly with the head of Media Services, Helene Fuld Learning Resources Center, Learning Center and WPKN to review operations.

All staff of Information Services shall meet together twice a year for informal and formal programs of mutual interest and concern.

The Librarians Council shall meet bi-weekly to review operations.

The University Library Support Staff Council shall meet monthly to review matters of concern and interest. The EDIS/UL shall meet with the Support Staff Council at least once a semester.

The University Library All Staff meetings shall be held once a month for programs, formal announcements of Library, Information Services, and campus events and activities, and informal discussion of topics of interest.

The University Library departments and their units shall meet at least once a month to review operations.

The University Library subject bibliographers and the Director of the Center for Educational Resources shall meet monthly to coordinate selection of materials.

The University Librarian shall meet once a semester with each Library department.

CENTER FOR EDUCATIONAL RESOURCES

HISTORY

In the fall of 1983, the University received a grant of $25,000 from the Ferris Booth Foundation to establish a learning resources center on the fifth floor of the Library.

MISSION

The Center will provide the services, resources and facilities to support the instructional needs of the University's undergraduate and graduate programs, complementing the Library's print and microform resources. It will also provide the services, resources and facilities necessary for individualized and small group self-paced instruction, complementing classroom instruction.

It endeavors to accomplish this by:

Selecting and acquiring materials appropriate for the support of academic instructional needs;

Processing, organizing, and maintaining materials making them quickly and easily accessible to patrons;

Providing professional instructional services to patrons in locating and utilizing the resources and facilities;

Communicating with individuals and groups to solicit information about patron needs;

Integrating technological advances into the Center's operations which improve services and access to information.

Hiring and training qualified and capable professional and support staff and student assistants, and promoting professional and organization growth and development;

Administering the Center by reviewing operations, developing and implementing policies and procedures, and planning in a manner consistent with its mission and goals.

FACILITIES

A proposal and floor plans have been submitted to the Vice Presidents for Academic Affairs and Administration and Finance. The Center will be located on the west side of the fifth floor of the Library. The offices of Student Services will be relocated to the sixth floor, the office of the Dean of Student Life will relocate to Bryant Hall, and the Helene Fuld Learning Resources Center and the Learning Center will relocate from the sixth to the fifth floor and become integral parts of a new Center for Educational Resources. The fine arts collection and the subject bibliographer's office will be relocated to the west side of the third floor and integrated into the humanities collection. The Curriculum Center (not staffed since 1978) will no longer continue as a center, but its book collection will remain on the fourth floor and the media materials will become a part of the resources of the new Center on the fifth floor. The Founders Room will be equipped with darkening blinds to allow for seminars and presentations utilizing media.

The facilities, anticipated to be completed during the Spring Semester of 1984, will provide for individual, small group and small classroom areas, computer and video rooms, the Helene Fuld Conference Room and media room, a secured area for the media and software collection, an informal study area, service desk and administrative offices. It will be a multi-function center.

RESOURCES

Software and media will be acquired to support the instructional needs of the colleges' programs and for individualized use by students, faculty, staff, and the University community.

Recommendation

First Year: Cost estimate: $2,000 per College = $8,000.

Each succeeding year will require a minimum of $1,000 per college.

- Needs for the amount and type of materials to be acquired will be determined by consulting with the faculty and the Library's subject bibliographers (using the Library's faculty liaison system), the Faculty Council Library Committee, and by developing a method for evaluating the use and effectiveness of the collection.

EQUIPMENT

Equipment for the use of the media and software materials should be in sufficient numbers and types to provide reasonable accessibility for students, faculty, staff, and the University community.

- Computer systems

  10 microcomputers with a minimum of 3 printers, at least one interfacing with the main University computer will adequately serve the Center.

  One microcomputer and printer with word processing and record-keeping software is necessary for the Center, the Helene Fuld Learning Resources Center, and the Learning Center for creating a catalog of the collection, inventory control, fund accounting, correspondence, use statistics, and evaluation and tracking of students.

Recommendations

To purchase one microcomputer, printer, disk drive and software for administrative purposes.

First Year: Cost Estimate: $3,000

To purchase four microcomputers, two printers, disk drives.

First Year: Cost Estimate: $14,500

To purchase five microcomputers and disk drives.

Second Year: Cost Estimate: $12,500

The cost of maintenance contracts and supplies will need to be included in the operating budget.

(One microcomputer, printer, and disk drive will be purchased from the grant monies.)

Video

A cable drop on the fifth floor, both for the Founders Room and for the Center will allow viewing of commercial and public television programs (as a part of or supplement to classroom instruction), including the University's public access channel, WUBC-TV.

Cost Estimate: To be furnished by WUBC-TV

Television receivers and video cassette player/recorders will allow for individual and small group viewing of educational materials.

Recommendation

To purchase one television receiver with earphones and one video cassette player/recorder.

First Year: Cost:

One 25" television receiver with headphones	$1,000	12/84 BF
One 1/2" video cassette player/receiver/recorder	900	12/84 BF

(One 19" television receiver with headphones and one 1/2" video cassette player/recorder will be purchased from the grant monies.)

- Audio

The ability to listen to radio broadcasts, audio tapes, and records will expand the educational resources available to students.

Recommendations

To purchase a stereo radio receiver/cassette player-recorder/record player with headphones.

Cost: $1,000

- Film

A film projector and screen will make possible individual and small group viewing of film in the Center's collection. They may be borrowed by organizations using the Founders Room for meetings, presentations, etc.

Recommendations

To purchase a 16mm sound film projector

Cost: $800

To purchase a screen for viewing

Cost: $200

- Filmstrips

To facilitate group viewings of filmstrips, a specific model of a filmstrip/cassette projector is needed.

Recommendation

To purchase a Dukane 28A81-S Micromatic filmstrip/cassette projector.

Cost Estimate: $400

STAFFING

The Center, serving as the media resource library in support of all academic programs, and integrating the operations of the Helene Fuld Center and the Learning Center, should be administered by a full-time Director with appropriate support staff.

Recommendation

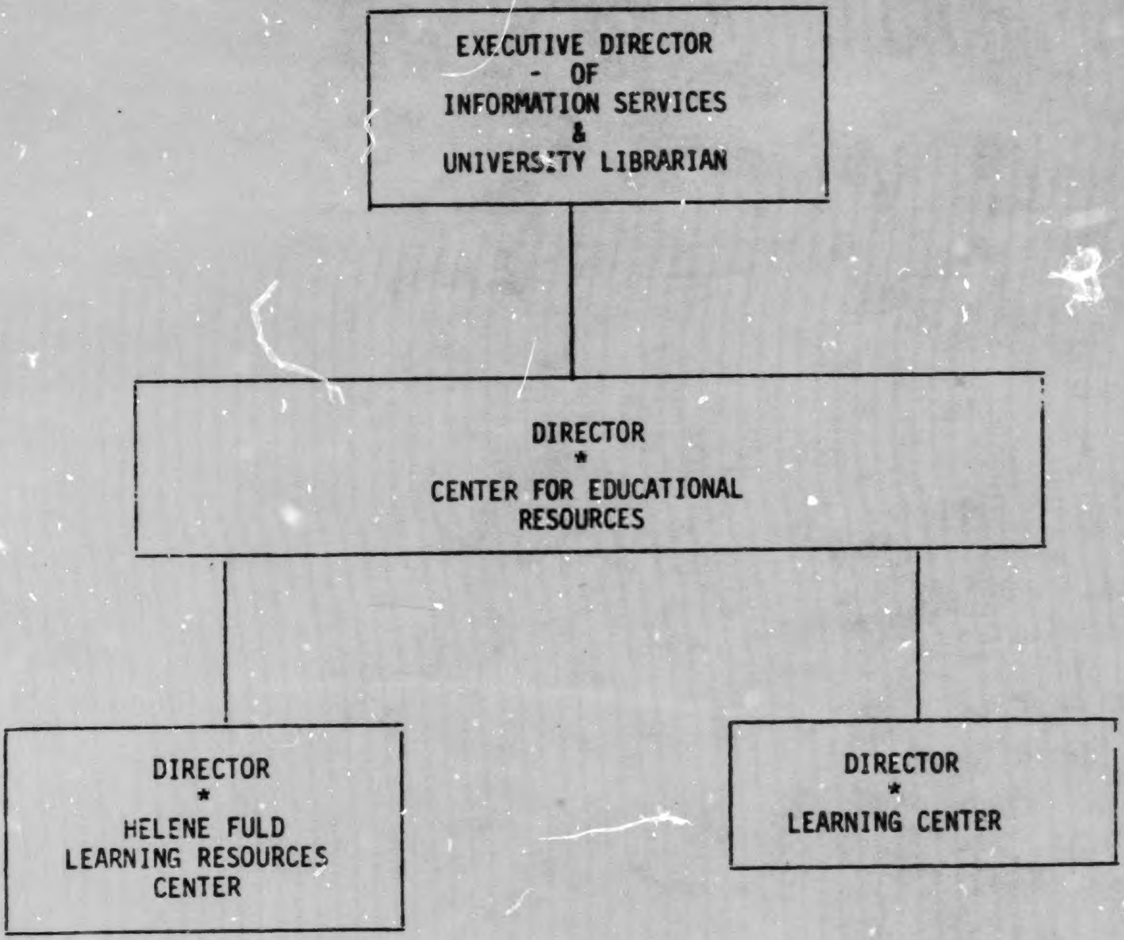
To appoint the present Director of the Helene Fuld Center as Director of the Center for Educational Resources (and remaining as Director of the Helene Fuld Center) and the Director of the Learning Center as Associate Director of the Center for Educational Resources.

To continue to utilize part-time faculty for workshops and special tutoring.

To hire a part-time secretary/receptionist to schedule workshops, coordinate the operations of the Center, supervise student assistants, assist in collection of data for evaluation of the collection and service, and perform general office duties. The Learning Center Director would then be able to conduct more tutoring and workshop programs and the Helene Fuld Director would then be able to administer the new Center, developing and providing services to the faculty, building an educational media and software collection, as well as continuing the operations of the Helene Fuld Center.

To hire sufficient student assistants to staff the Center, in addition to the students for the Learning Center and the Helene Fuld Center. It is anticipated that the Center will be serving students of diverse ages, backgrounds, and educational needs. This will become increasingly so with the growth of Metropolitan College. More flexible and non-traditional schedules of classes will necessitate appropriate service hours. The Director shall work with the Deans of the Colleges, particularly the Dean of Metropolitan College, and the faculty to set optimal service hours.

Proposed Organizational Chart
For The
Center for Educational Resources


EXECUTIVE DIRECTOR
- OF
INFORMATION SERVICES
&
UNIVERSITY LIBRARIAN
DIRECTOR
*
CENTER FOR EDUCATIONAL RESOURCES
DIRECTOR
*
HELENE FULD LEARNING RESOURCES CENTER
DIRECTOR
*
LEARNING CENTER

HELENE FULD LEARNING RESOURCES CENTER

HISTORY

The Center was established in 1974 by a grant from the Helene Fuld Health Trust to serve as a "library wing" for the "health, education and welfare of the student nurses enrolled in the Schools of Nursing of the University." It has been staffed by a Director and student assistants.

MISSION

The Center provides individualized and self-paced instructional materials for nursing and health science students.

The Center endeavors to accomplish its mission by:

Selecting and acquiring materials appropriate for the support of academic instructional needs

Consulting with the Library's health sciences bibliographer and faculty of the College of Health Sciences to solicit information about student needs;

Offering orientation sessions at the beginning of each semester to acquaint faculty and students with the facility;

Promoting the use of the facility by informing the faculty of its services and new acquisitions;

Cooperating, through the College of Health Sciences, with area health institutions in loaning the Center's materials.

FACILITIES are addressed under CENTER FOR EDUCATIONAL RESOURCES.

RESOURCES

Audio and video cassettes, filmstrips, slides and practice equipment are acquired for student use. In 1983/84 the budget of $1,055 remained the same, despite inflationary increases in the cost of materials. The field of health sciences is an expanding one; new research and new methods relating to patient care make it essential to have current state-of-the-art information available.

Recommendation

To increase the resources budget to $2,500 in 1984/85 and allow for inflationary increases thereafter.

The equipment needed to enhance services is addressed under CENTER FOR EDUCATIONAL RESOURCES.

STAFFING

As the Helene Fuld Learning Resources Center will become a part of the Center for Educational Resources, the administrative and support staffing is addressed under CENTER FOR EDUCATIONAL RESOURCES.

- Student assistants staff the Center which is open five days and four nights a week. The reduction by over one-third of the budget has meant the Sunday hours had to be eliminated, and the Director must staff the service desk much of the time. The student assistant budget should allow for 1,400 hours of student assistants. While this is an increase from 1983/84, it is a reduction from 1982/83, realizing the University's fiscal constraints of the student assistant budget.

Recommendation

To allocate 1,400 hours per year to student assistants.

LEARNING CENTER

HISTORY

The Center, established in 1976, perceived its mission as "an academic support program providing pre-college and post-admission remediation, diagostic testing, advisement, research, and consultation with University faculty on student learning. Additionally, the Learning Center will provide resources for the development of individualized instructional modes for courses offered in the regular curriculum."

MISSION

The Center continues its two-fold mission of providing post-admission remediation and assistance in mastering the content of courses offered in the regular curriculum. It also advises and consults with the faculty on student learning.

It no longer undertakes pre-college remediation, diagnostic testing, or research related to student learning. Pre-college admission and diagnostic testing are functions of Basic Studies and the Core Curriculum programs. Research related to student learning cannot be undertaken with the present staffing and funding.

The Center endeavors to accomplish its two-fold mission of remediation and assistance by:

Providing workshops upon request for classes or groups of students on various subjects;

Providing individual and small group tutoring on various subjects by the Director and Associate Director or peers hired by the Center;

Consulting with faculty to identify topics which students are having difficulty mastering;

Consulting with faculty about teaching methods and student learning;

Acquiring, on a very limited budget, individualized, self-paced modules for individualized, self-paced learning.

The Center also provides service to the community by performing diagnostic testing of reading levels of school age children in Fairfield County when requested by area schools. Children requiring help are referred to private tutors, many of whom have been trained by the Director of the Center.

FACILITIES are addressed under CENTER FOR EDUCATIONAL RESOURCES

RESOURCES

In the first year software in the following areas will be purchased:

- Mathematics
  - Statistics
  - Algebra
  - Calculus
  - Mathematic Applications; e.g., Nursing Math
- Programming
  - Introductory programming in several computer languages
- Writing
  - Outlining
  - Grammar
  - Sentence Structure
  - Paragraph formation
  - Types of Paragraphs (comparison/contrast, descriptive)

Cost estimate: $4,000

In the subsequent four years, additional software will be purchased as student needs are further identified. Student evaluations and consultations with faculty will be employed in determining the software to be acquired.

2nd Year: Cost estimate: $1,000
3rd Year: Cost estimate: 1,000
4th Year: Cost estimate: 1,000
5th Year: Cost estimate: 1,000

- The use and effectiveness of both the software and the tutoring will be monitored. Statistics will be kept on the amount of usage; evaluation forms will be filled out by students after each session; student performance in courses will be tracked after each session. The evaluation process will be facilitated by the use of a microcomputer. The need for a microcomputer is addressed under CENTER FOR EDUCATIONAL RESOURCES.

EQUIPMENT is addressed under CENTER FOR EDUCATIONAL RESOURCES

STAFFING

Originally the Center was staffed by a Director, secretary and student tutors; later two graduate assistant tutors were added. Presently the Center is staffed by a Director (half-time faculty member), an Associate Director, a part-time faculty member from another department, and student tutors.

- The present Director will be retiring at the end of the 1983/84 academic year. A different staffing pattern will be needed to serve the needs of both the Learning Center and the new Center for Educational Resources. This is addressed under CENTER FOR EDUCATIONAL RESOURCES.

- The need for student peer-tutors is a desperate one. In 1983/84, tutoring is done by the Associate Director and students who have qualified for work/study financial aid and have been hired by the Center. The budget allocation was reduced in 1983/84 by over one-third leaving only 816 hours a year for tutoring. (A very small portion of the hours is utilized for clerical duties, such as data collection and analysis of evaluation forms.)

Additionally, the restriction of using only work/study students as tutors has meant that on many occasions students seeking assistance have been denied help as there has been no work/study student/tutor available for the particular subject area. The Center needs to employ both work/study and non-work/study students as tutors to have tutors available in all needed subject areas.

The student assistant budget should allow for hiring of both work/study and non-work/study students. The budget should allow for 1,100 hours of student assistants. While this is an increase from 1983/84, it is a reduction from 1982/83, realizing the University's fiscal constraints of the student assistant budget.

Recommendation

To allocate 1,100 hours per year for student assistants.

$510

LIBRARY INFORMATION SERVICES

STAMFORD/GREENWICH CENTER FOR HIGHER EDUCATION

HISTORY

The Stamford/Greenwich Center for Higher Education, a cooperative center among the University of Bridgeport, Fairfield University, and Norwalk Community College, began operations in 1978. The Center provided for a library, located in one room, which would serve students and faculty from the three institutions.

MISSION

The Library Information Services provides the services, resources and facilities necessary to support the credit and non-credit programs offered by the Center.

It endeavors to accomplish this by:

Selecting and acquiring materials appropriate to the programs;

Providing professional instructional services to patrons in locating and utilizing the resources and facilities, and when necessary referring patrons to appropriate information service organizations;

Communicating with individuals and groups to solicit information about patron needs;

Acquiring, maintaining, and providing instruction about the use of media equipment;

Integrating technological advances into library operations which improve services and access to information;

Hiring and training qualified and capable professional and support staff, and promoting professional and organizational growth and development;

Administering the Library by reviewing operations, developing and implementing policies and procedures, and planning in a manner consistent with its mission and goals.

FACILITIES

The one room is adequate for the present to serve enrollment at the Center. However, shelving and equipment must be purchased.

RESOURCES

The budget is minimal to support the programs. The present budget for 1983/84 is $1,085 for books and $840 for periodicals. There have been only slight increases in the material resources budget since the beginning. The resources budget is similar to the main library's budget in that it has never kept pace with inflation and, in fact, in 1983/84, suffered from a reduction in the allocated budget.

Recommendation

To allocate funds for the resources budget which allows for inflationary increases.

EQUIPMENT

Various media are a major part of the instructional resources used for courses at the Center.

The current inventory is minimal, much of it is difficult to use because of its frequent need of adjustment and repair, and the color camera is beyond repair.

Recommendation

To purchase:	Cost:
Color camera Broken, unusable, no longer provided to faculty as a service	$ 800
16mm projector Old, frequently breaks down and needs repair, often unavailable for classes	600
Color TV monitor Old, black & white frequently breaks down and needs repair; color needed for classes such as graphic design	400
VCR (VHS) Present reel-to-reel is unusable for cassettes (which is the common recording format today), no longer a service provided to faculty	500
Record Player Present one is on loan from campus; it is in such poor condition faculty refuse to use it for their own records (the only records available)	130
Audio cassette player/recorder The only one was stolen from the Center this year	50

Cart Equipment is too heavy to transport and can be easily damaged	$ 50

The furnishings that were purchased for the Library at the beginning are the same furnishings used today, five years later. The room is crowded, presenting difficulties for both patrons and staff.

Recommendations

To purchase double faced stack of 12 shelves.

Cost: $ 1,700

To purchase one cabinet for housing supplies.

Cost: $ 130

STAFFING

The present staff of one part-time professional and one part-time support staff is adequate. (The professional works 20 hours per week, the support staff 15 hours per week.)

The salary of $8 per hour for the professional is an improvement over the recent salary of $6 per hour, but still does not compare well with other area salaries of $9 to $10 per hour. Such a low salary makes hiring and retaining qualified and capable personnel extremely difficult, and falls well below acceptable professional standards.

MEDIA SERVICES

HISTORY

Media Services, formerly designated as the Audio-Visual Department, has provided services from the earliest days of the Junior College. Until the present Director assumed his position in 1981, the department was administered by a faculty member who also had responsibility for the educational technology courses in the College of Education. In July 1983, Media Services became a department within the academic division of Information Services. Services have always been provided to faculty departments, administrative offices, campus organizations, and for special events of the University. In the last two years, additional services have begun to be offered to students via workshops and small group laboratory sessions. Working directly with the students has been both beneficial to the students and rewarding for Media Services.

MISSION

Media Services provides equipment and secures and produces media materials in support of the instructional needs of the faculty. The same services are also provided to administrative offices and campus organizations. Additionally, Media Services is responsible for the provision of sound systems for special University events and the installation and maintenance of permanent sound systems at campus sites.

It endeavors to accomplish this by:

Securing requested films and audio and video tapes;

Providing equipment such as film and overhead projectors, video cameras, TV monitors and audio cassette players for the taping of, viewing of, or listening to media material;

Maintaining and repairing equipment to ensure availability;

delivering materials and equipment to classrooms and offices;

Arranging for classes to use the Dana Hall classroom for viewing film and video;

Producing slides, charts, transparencies, audio and video tapes for use in classrooms and campus presentations;

Installing and maintaining permanent sound systems in campus buildings;

Setting up and recording special events of the University, such as Commencement.

FACILITIES

The present facilities in the basement of Dana Hall are sufficient in terms of amount of space; however the juxtaposition of Media Services and WUBC-TV/Academic Television in close quarters does cause some problems. In the fall of 1983, a production and viewing room in Media Services was converted into a storage room for WUBC-TV, and a classroom in the basement of Dana was converted into a production and viewing classroom for Media Services. This has posed some difficulties with regard to security of the room and the equipment housed there and requires extra staff time to attend the operations in the classroom.

· There has been some mention by the Dean of the College of Science and Engineering of moving Media Services temporarily or permanently out of Dana to make way for the offices and laboratories of the Connecticut Technology Institute. If the decision is made to permanently relocate Media Services, then it would be most desirable if the EDIS, Director of Media Services, Dean of the College of Science and Engineering, Provost, and Vice President or Assistant Vice President for Administration and Finance could reach an early agreement as to a suitable alternative site.

Recommendation

The following must be considered when selecting a new location for Media Services:

1,000 square feet for office, equipment storage, equipment repair, preview room, graphic arts production, software library and production set-up area;

Easy accessibility to outdoor ground level for transporting equipment around campus;

Accessibility to equipment and software at any time;

Proper climate control for storage of software and hardware.

EQUIPMENT

As more and more educational material is available in a media format and integrated into the curriculum, and with the anticipated increase in off-campus, evening and weekend courses through Metropolitan College and other colleges, the need for and use of materials and equipment is expected to increase.

All of the equipment, with the exception of three or four pieces, is very old, breaks down frequently, and is in need of repair. It is with some difficulty that Media Services manages to have equipment available for classes, organizations, and events. In order to avoid having to purchase many pieces of equipment at one time, and at the last minute because it is needed by a certain date, the equipment should be gradually replaced.

Recommendation

To purchase media equipment.

Cost: 1st Year:

		Each $	$
a.	Portable VTR-VJ[illegible]00 - RCA		865
b.	Portable Camera - CCO 17 - RCA		865
c.	2 16mm Projectors-Kalart Victor 90-25	595	1,190
d.	10 Cassette Tape Recorders - Panasonic	35	350

2nd Year:

a.	1 16mm Projector-Kalart Victor 90-25		595
b.	3 Slide Projectors-Kodak Ektagraphic 3B	300	900
c.	3 19" Color TV Sets - RCA	395	1,185

3rd Year:

a.	2 VHS VTRS-RCA	400	800
b.	16mm Projector-Kalart Victor 90-25		595
c.	5 Cassette Tape Recorders - Panasonic	35	175
d.	3 Overhead Projectors - BUHL	150	450

4th Year:

a.	16mm Projector-Kalart Victor 90-25		595
b.	2 Classroom Record Players-Californe1450	125	250
c.	2 Slide Projectors-Kodak Ektagraphic 3B	300	600
d.	2 TV Sets - RCA	395	790

5th Year:

a.	Portable VTR-VJT 900 - RCA		865
b.	Portable Camera CCO-17 - RCA		865
c.	16mm Projector Kalart Victor 90-25		595
d.	10 Cassette Tape Recorders - Panasonic	35	350

OPERATING BUDGET

The budget has not kept pace with inflation and was reduced in 1983/84. Some adjustment for inflationary increases must be realized in future budgets, and several areas will require increased funding due to the age of the equipment (despite proposed purchases), the increased use of media materials in the classroom, and the changing nature of media technology. The Director and Technician must be knowledgeable about changes in their field and must be able to attend conferences and workshops. The present budget barely allows for the payment of conference registration fees.

Recommendation

To increase the instructional supplies budget by $1,000 over 5 years.

To increase the photographic production/supplies/services budgets by $500 over 5 years.

To increase the equipment repair and maintenance budget by $1,700 over 5 years.

To increase the organizational meetings budget by $400 over 5 years.

STAFFING

In 1980/81 the Department was staffed by

1 Director (half-time faculty member)
1 Assistant Director
1 Technician
1 Photographer/Graphic Artist
1 Secretary
4,053 hours student assistants - yearly

In 1983/84 the Department is staffed by

1 Director
1 Technician
1 Secretary
2,589 hours student assistant - yearly

With sufficient student staff, the full-time staff can be considered adequate.

However, the reduction of student assistants by one-third in 1983/84 has meant that services have been altered and lessened, and the full-time staff have had to assume some of the duties normally carried out by student assistants. The most common example is the showing of films. Until this year, the films and projectors (as well as other equipment) were delivered to the classrooms, instruction given to the professor or a student, and equipment picked up when the class was over. With the reduction of students, almost all films are now shown in the Dana classroom (as it is less time-consuming than delivering to classrooms around campus). But there is often not a student available to attend to the Dana Classroom. The Director, Technician or Secretary must take this time to set up the equipment, etc. The Technician cannot attend to repairs. Necessary operations, such as the repair of equipment by the Technician, have suffered. Out of the reduced student assistant budget, the Department must also provide for photographic and graphic arts services. The position of Photographer/Graphic Artist has been replaced by hours of student assistants (graphic arts majors) and by arranging for credit work for students in cooperation with the Graphic Arts Department. Therefore, the reduction of student assistants' hours and the provision of a service formerly done by a staff member have placed a severe strain on the operations of the Department. The student assistant hours must be restored to 3,800 per year. While this is an increase from the 1983/84 hours, it is a reduction from 1982/83 and earlier years, realizing the fiscal constraints of the University student assistant budget.

Recommendation

To allocate 3,800 hours per year for student assistants.

UNIVERSITY LIBRARY

HISTORY

The University Library had its beginning in 1927 in one room in Fairfield Hall, site of the newly-chartered Junior College of Connecticut. As reported in the Junior College Catalog of 1928, it boasted a collection of more than 4,000 carefully selected new books, was "adequate in reference materials for every course offered," and had the services of a trained librarian, who was also the college registrar. Students were urged to use the nearby Bridgeport Public Library to supplement their reading and research.

In 1947, when the Junior College was reconstituted as the University of Bridgeport, the Library was moved to the University seaside campus. After a period at Fones Hall, home of the dental hygiene school, in 1955 it at last occupied a home of its own in the newly-constructed Carlson Library. The collection was comprised of 54,000 volumes and 465 periodical titles. A new east wing [illegible] added in 1961, which doubled the building's space and accommodated additional acquisitions of 30,000 volumes and 200 periodical titles.

By 1966 it had become apparent that Carlson Library would soon be unable to comfortably contain its expanding book collection, staff, and patrons. Plans were begun for a new structure, at first conceived as another addition to the Carlson Library, but later changed to an entirely separate nine-story building. Ground-breaking took place in 1972. In the Spring of 1974 over 200,000 volumes, 250,000 microforms, 2,500 periodical titles, and 30 librarians and staff moved from the Carlson Library to the new Magnus Wahlstrom Library.

The next ten years saw the fortunes of the University Library ebb and flow with those of its parent institution and with higher education. The Fall of 1983 finds the Library with a collection of 300,000 volumes, 1,650 periodical titles and microforms, and a staff of 20.

The Spring of 1984 will bring a new facility and a new service. A Government Documents Center will be established adjacent to the Reference Services Department. The combined holdings of the University Library's Government Documents Center, and the collections of the Law Library and nearby Bridgeport Public Library, both of which are partial depository libraries, will offer information in numerous fields of study. The new service of searching of many computerized databases will enhance the bibliographic resources of the Reference Services Department.

The ability to offer the services, resources, and facilities which are of the highest quality and meet the needs of the students, faculty and staff is central to the goal of academic excellence of this University.

MISSION

The University Library provides the services, resources, and facilities necessary to support the University's undergraduate and graduate programs.

The University Library endeavors to accomplish this by:

Selecting and acquiring materials appropriate for the support of academic instructional needs;

Processing, organizing, and maintaining materials making them quickly and easily accessible to patrons;

Providing professional instructional services to patrons in locating and utilizing the resources and facilities, and when necessary, referring patrons to appropriate information service organizations;

Communicating with individuals and groups to solicit information about patron needs;

Cooperating with other information service organizations and participating in regional and national networks to provide access to information not located in the Library;

Integrating technological advances into library operations which improve services and access to information;

Working with the Professor of Bibliographic Instruction to develop instructional programs promoting the use of and the appropriate utilization of the services, resources and facilities;

Hiring and training qualified and capable professional and support staff and student assistants, and promoting professional and organizational growth and development.

Administering the Library by reviewing operations, developing and implementing policies and procedures, and planning in a manner consistent with its mission and goals.

PERIODICALS SERVICES DEPARTMENT

The provision of the new service -- online database searching -- by the Reference Department, the changing pattern in the acquisition of periodical materials in different formats, and the advances in technology will all have an impact on the operations of the Department in the next five years.

The Department:

Assists students, staff, faculty and university community in the location and use of indexes and abstracts, periodicals and newspapers; the use of microform equipment; and provides reference consultation for those engaged in research;

Selects periodicals, indexes and abstracts, and newspapers in paper and microform formats in consultation with the subject bibliographers and faculty to support the University's instructional and research needs;

Acquires material from the most economical and reliable sources;

Processes materials received and claims missing items;

Maintains records and accounts;

Maintains and performs minor repairs on microfilm, microfiche, ultrafiche and microcard readers and reader/printers in the Microform Center;

Hires, trains, and coordinates student assistants for shelving and shelf reading of stack area, Current Periodicals Room, and Microform Center.

Prepares all periodicals and books for bindery; maintains records and accounts and distributes materials upon receipt from bindery.

FACILITIES

- The shelving, space, and facilities on the Second Floor will be sufficient for study areas, indexes and abstract tables, stacks, and micorforms. The creation of the Current Periodicals Room and Microform Center in the Spring of 1983, which was made possible through a grant from the Parents Association, greatly improved the service areas of the department.

COMPUTERIZATION

- The checking-in and claiming of periodicals is a time-consuming, routine task. The claiming can be done either through the OCLC Serials Subsystem or through the vendor; the checking-in can be done either through developing an in-house system or through the OCLC Serials Subsystem. Computerization of this necessary operation would save staff time which could be devoted to other duties and would provide more accurate records. The University Librarian and the Head of the Periodicals Department should determine which avenue to approach that would best suit the needs of the department. Any one of the methods will necessitate the use of a microcomputer.

The recommendation will be addressed under UNIVERSITY LIBRARY - TECHNOLOGY.

RESOURCES

- The Periodical collection has suffered 2 major setbacks in the past five years; in 1980/81, 68 titles were cancelled, and in 1983/84, 54 titles were cancelled. No new titles have been added in the past five years, unless a title of an equivalent value was cancelled. These cancellations have seriously affected the integrity and quality of the collection.

The needs and recommendations in this area will be addressed under UNIVERSITY LIBRARY - RESOURCES.

EQUIPMENT

- More and more of the holdings of the Periodicals Department are available only in a microform format. No journals are bound which can be obtained in microform; over 2/3 of the collection is available in microform. Many journals are available in microfiche as a current publication; this is particularly true in the fields of science and technology. Additionally, online database searching will increase the demand for journal articles as patrons become more aware of the information their libraries can provide. If this is the only format in which materials can be read and copied by the University's 5,000 students, 500 faculty and staff, and the university community, one microfilm reader/printer and one microfiche reader/printer will not and cannot suffice. The frequent breakdown of the one microfilm reader/printer causing patron and staff frustration must not be repeated. It was hoped the old microfilm reader/printer could be used as a back-up, but its prolonged heavy use in its old age has caused its premature demise.

Recommendation

To purchase 3 microfilm reader/printers over the next 3 years.

Cost:	1st Year	$4,500
	2nd Year	$4,500
	3rd Year	$4,500

The cost of maintenance contracts, paper, toner, and bulbs must be budgeted for each year.

To purchase 2 microfiche reader/printers in the 2nd and 3rd years.

Cost:	2nd Year	$2,500
	3rd Year	$2,500

The cost of maintenance contracts, paper and bulbs must be budgeted for each year.

- The housing of the microform will require additional cabinets. In 1982/83 for lack of cabinets and shelves, microform was stored in boxes on tables and the floor; not the manner by which to house resources or provide reference information from those resources.

Recommendation

To purchase 2 cabinets each year to house microform.

Cost:	1st Year	$1,300
	2nd Year	$1,300
	3rd Year	$1,300
	4th Year	$1,300
	5th Year	$1,300

Indexes and abstracts are important resources as they facilitate access to sources of information which may not be available in the University Library. Many indexes and abstracts are not available in a microform or online formats, and the Library will be continuing subscriptions to these. The index and abstract tables are very crowded; some stack space will be made available for older volumes, but new tables are needed.

Recommendation

To purchase 2 index and abstract tables to hold added volumes

Cost:	1st Year	$1,000
	2nd Year	$1,000

STAFFING

In 1980/81 the Department was staffed by

1 full-time Librarian (Head of Department)
3 full-time support staff
5,550 hours student assistants - yearly

In 1983/84 the Department is staffed by

1 full-time Librarian (Head of Department)
1 full-time support staff
25 hours per week part-time Librarians
3,440 hours student assistants - yearly

· There has been a reduction in support staff, replaced partially by part-time librarians (saving the University salaries and benefits). The Department must have professional staffing 84 hours per week (during the semesters, 66½ hours per week during the summer). The Head of the Department can provide 20 hours per week, the remaining 17½ of the 37½ hours must be for administrative and supervisory responsibilities. Additional professional staffing is necessary to provide adequate reference service. This is addressed under UNIVERSITY LIBRARY - STAFFING.

- Student assistants are responsible for shelving of all print and non-print materials to provide timely accessibility; shelf-reading of all materials to maintain an orderly collection; instructing and assisting patrons in the uses of readers and reader/printers; obtaining microform for patron use; and staffing the Current Periodicals Room desk and assisting patrons in locating current, unbound periodicals and checking bags, briefcases, etc. as they exit the area.

In 1983/84 the student assistant budget was reduced by one-third. The Department is no longer able to staff the Current Periodicals Reading Room desk, resulting in little security; less assistance is given to patrons, and there is a decline in the order of the collections in the Reading Room, the stack area and microforms. The present inability to provide both professional and support services and the anticipated increase in the use of services, resources and equipment due to online data base searching (more journal articles requested as the search results increase the access to sources of information) and the continued acquisition of microforms will require the full complement of staff -- librarians, support staff, and student assistants.

The student assistant hours must be restored to 4,500 hours per year. While this is an increase over the 1983/84 hours, it is a reduction from 1982/83 and previous years, realizing the fiscal constraints of the University's student assistant budget.

Recommendation

To allocate 4,500 hours per year for student assistants.

PERIODICALS SERVICES DEPARTMENT

SERIALS UNIT

Materials obtained on a continuing basis, such as annual reviews and tax rulings, are ordered and processed by this Unit.

The Unit:

Selects serials in paper and microform formats in consultation with the subject bibliographers and faculty to support the University's instructional and research needs;

Acquires materials from the most economical and reliable sources;

Processes materials received and claims missing items;

Maintains records and accounts.

The STAFFING (one full-time support staff) and FACILITIES are adequate to meet the needs of the Unit.

RESOURCES

- The serials collection has, until 1983/84, remained stable. No new titles have been added (unless a title of equivalent value has been cancelled). Due to inflationary increases and reductions in the budget, many titles will have to be cancelled. The cancellations will seriously affect the integrety and quality of the collection.

The needs and recommendations in this area will be addressed under UNIVERSITY LIBRARY - RESOURCES.

COMPUTERIZATION

- The checking-in and claiming of (serials) periodicals is a time-consuming, routine task. The claiming can be done either through the OCLC Serials Subsystem or through the vendor; the checking-in can be done either through developing an in-house system or through the OCLC Serials Subsystem. Computerization of this necessary operation would save staff time which could be devoted to other duties and would provide more accurate records. The University Librarian and the Head of the Periodicals Department should determine which avenue to approach would best suit the needs of the department. Any one of the methods will necessitate the use of a microcomputer.

The recommendation will be addressed under UNIVERSITY LIBRARY - TECHNOLOGY.

REFERENCE SERVICES DEPARTMENT

The establishment of a Government Documents Center and the introduction of online searching have expanded the services offered by the Department. The Reference Department, together with the Periodicals Department, answer the information needs of the University.

The Department:

Assists students, staff, faculty and university community in the location and use of the bibliographic resources;

Selects and acquires materials for the reference and bibliography collections, vertical file, and Government Documents Center;

Provides reference consultation for those engaged in research;

Conducts bibliographic instruction classes at the request of faculty;

Conducts orientation sessions at the beginning of each semester and in cooperation with special University events.

FACILITIES

With a minor change, the present facilities will serve the needs of the Department for many years.

- The Government Documents Center should be a fully enclosed area with dutch doors to provide for the security and orderly maintenance of the collection.

Recommendation

To construct two walls; half-wall, half-glass, and provide one dutch door in the front of the Center.

Cost estimate: To be furnished by
Buildings and Grounds

ONLINE SEARCHING

The service of online searching will be offered to students, faculty, and staff in the Spring 1984 Semester. The general guidelines are: the cost from the database vendors will be passed on to the patrons, and a small service fee will be charged to non-university patrons who use the service. As professional staff time allows, searching as a major service of the University can be made available to area businesses and industries, by working with the Colleges of Business and Public Management and Science and Engineering and the Connecticut Technology Institute. This service will not only be of benefit to the companies receiving it, but also will enhance the image of the University as a valuable research facility in the area. The income from the service should be used to cover the costs of the maintenance contract for the equipment and paper supplies and, most important, to establish a fund for at least partial subsidization of student searching. In its present state, the service is only available to those students who can afford it.

Recommendation

To use the monies from service charges to cover the operating charges and establish a fund for subsidizing student searches.

RESOURCES

Funds for the purchase of reference and bibliography materials are part of the book and serial budget. The needs and recommendations in this area are addressed under UNIVERSITY LIBRARY - RESOURCES.

EQUIPMENT

- More and more government doucments will be made available in microfiche. The Department should also acquire the college catalog collection on microfiche. A microfiche reader/printer should be purchased and located in the Government Documents Center.

  Recommendation

  To purchase microfiche reader/printer.

  Cost: $2,500

- Even with some deselection of materials, the present stacks for reference and bibliography collections will not be sufficient.

  Recommendation

  To purchase 2 double-faced stacks of 10 shelves each, 1 in the 2nd year, 1 in the 3rd year.

  Cost: 2nd Year: $1,500
  3rd Year: $1,500

- Bibliographic verification and searching, identification of location of materials, and interlibrary loan transactions, if performed in the Reference Services Department rather than on the Technical Services OCLC terminal, would allow for immediate response to patron inquiries, provide more time on the Technical Services terminal which is now allocated for interlibrary loan transactions. Also, as the Acquisitions Unit begins to use the OCLC terminal more and more for bibliographic verification, and as it is used increasingly for reclassification and retrospective conversion, a second terminal for public services will be needed. The printer now used for online database searching can also be used in conjunction with a public services terminal.

Recommendation

To purchase an IBM 300 terminal for bibliographic verification and searching, identification of location of materials, and interlibrary loan transactions.

Cost: $3,500

Annual costs for telecommunications, maintenance, will need to be included in the operating budget.

STAFFING

One additional librarian has been requested to fill the positions of two librarians and one support staff. The Reference and Periodicals Departments should be staffed by librarians at nearly all the hours the Library is open to provide professional service to its patrons. This is more fully addressed under UNIVERSITY LIBRARY - STAFFING.

REFERENCE DEPARTMENT

CIRCULATION AND RESERVE UNITS

The Department:

Charges out and checks in library materials.

Keeps records and accounts and notifies patrons of overdue and lost materials.

Searches and reports status of misplaced, missing or lost materials.

Maintains guest borrower files.

Hires, trains and coordinates student assistants shelving and shelf-reading in stack areas to insure an orderly and accessible collection.

Maintains UB Master's Theses collection.

Maintains college catalog collection.

Works with subject bibliographers and faculty members to develop reserve collection, placing library materials and faculty personal copies on reserve.

Charges out and checks in reserve materials.

Provides change for use of photocopiers.

CIRCULATION SYSTEM

- The present manual, double-card circulation system is very time-consuming and inefficient. An automated system would enable the unit to maintain more accurate records of transactions; better identify patrons, addresses, and their active or delinquent status; lessen staff time spent on typing overdue notices. This system would provide a basis for inventory control and reduce the number of lost and/or unaccounted for materials.

Recommendation

To become a member of the Fairfield County Bibliomation Automated Integrated Circulation System.

Cost: To be provided by the Director of Bibliomation

INVENTORY

- An inventory of the collection is needed to determine an accurate count of materials and to have a figure against which to measure losses.

Recommendation

To conduct a complete inventory during a 2 week summer intersession.

Cost: $8,000

RESERVE SERVICES

On occasion there is an inappropriate use of the reserve services by faculty, e.g., too many, unused materials put on reserve and not removed at the end of a semester or a year.

Recommendation

The subject bibliographers must work more closely with both the faculty and the Reserve supervisor to promote appropriate use of and ensure proper use of reserve materials.

EQUIPMENT

- A great deal of staff and student assistant time is taken up in providing change for photocopying for the photocopiers located on the first and second floors and for the microform reader/printers located on the second floor. (Administrative office staff time is also spent on this activity.) With a reduction of both staff and student assistants, this has become an unnecessary burden; even with full staffing, staff could use their time more productively on other tasks.

Recommendation

To purchase one change machine.

Cost: To be provided by Purchasing

· An additional (4th) photocopier is needed. It should be placed at the back of the first floor or in a to-be-constructed small room at the back of the Reserve Reading Room. The overflow of students from the Law School has placed a strain on our three photocopiers (two on the second floor, one on the first floor); also, when the first floor copier is out of order, reserve materials are taken to the second floor and left there or otherwise disappear from sight. The cost of copying should remain at 5¢ per page as long as feasible; a low charge encourages copying and helps to reduce the incidents of theft and multilation.

Recommendations

To construct a small room in the Reserve Room.

Cost: To be furnished by Buildings & Grounds

To purchase or lease one photocopier.

Cost: To be furnished by Purchasing

- The shelving for the master's theses and reserve materials will soon be inadequate.

Recommendation

To purchase single faced stacks of 6 shelves each; 3 in the 1st year, 2 in the 2nd year, and 1 in the 3rd year for theses.

Cost: 1st Year $1,920
2nd Year $1,280
3rd Year $ 640

To purchase double faced stacks of 12 shelves each; 1 in the 1st year, 1 in the 3rd year, 1 in the 4th year for Reserve materials.

Cost: 1st Year $1,700
2nd Year $1,700
3rd Year $1,700

STAFFING

Present Staff	1982/83 Staff
2 FT Support Staff	3 FT Staff
3 PT Support Staff (28 hrs per wk)	8,500 hours students per year
6,060 hours students per year	

This is a reduction of support staff, saving the University both salary and benefits. If the present University enrollment pattern remains the same, as does the circulation and reserve activity (stable circulation and a moderate increase in reserve), and a change machine is purchased, the present number of support staff is adequate.

- Student assistants are responsible for shelving of all materials to provide timely accessibility, shelf-reading of all materials to maintain an orderly collection, charging out and checking in materials, and giving change. In 1983/84, the student assistant budget was reduced by one-third. There nas been a noticeable decline in the order of the collection and more frequent complaints from students regarding their ability to locate materials. This is directly attributable to the lack of student assistants for shelf-reading.

The stucent assistant hours must be increased to 7,500 hours per week. While this is an increase from the 1983/84 hours, it is a reduction from 1982/83 and previous years realizing the fiscal constraints of the University's student assistant budget.

Recommendation

To allocate 7,500 hours per year for student assistants.

REFERENCE SERVICES DEPARTMENT

INTERLIBRARY LOAN UNIT

There has been a steady increase in the number of interlibrary loan transactions, both in materials borrowed from other libraries for UB students and faculty, and materials loaned or provided to other libraries. In 1979 the Department began participating in the OCLC Interlibrary Loan Subsystem enabling the Library via the computer terminal to locate, request, and receive materials far more quickly than before. This improvement in service has resulted in an increased use of the service. Also, the Library's inability to acquire all the resources needed for student and faculty research has meant greater reliance on books loaned by or photocopied articles provided by other libraries.

EQUIPMENT

The OCLC computer terminal is shared with Technical Services in the basement. The use by the Cataloging Unit, Interlibrary Loan Unit, and the Reference and Periodicals Departments does not permit optimum use by any one department or unit. The recommendation for a second OCLC terminal for public services is addressed both under UNIVERSITY LIBRARY - REFERENCE SERVICES DEPARTMENT - EQUIPMENT AND TECHNOLOGY

STAFFING

The Unit is staffed by one para-professional support staff member and a part-time student. The staff member is responsible for reviewing the requests with the Head of the Department, bibliographic and source verification, processing requests and materials after receipt, returning materials, loaning or providing materials to other libraries, processing returned materials, record-keeping in compliance with the Copyright Law, preparing invoices, and record-keeping and processing fees and fines. The staff member also processes the reference collection, conducts a yearly inventory, and provides assistance to the Department for directional and informational queries. The student assistant assists the staff member in processing and preparing materials in response to requests to and from other libraries, as well as filing loose-leaf business services and shelving and shelf-reading the reference collection. The reduction of student assistant hours has had a detrimental effect on interlibrary loan service as well as filing, shelving and shelf-reading. These services are not able to be performed so quickly and efficiently, and staff time is spent on tasks which could be performed by a student assistant.

The student assistant hours must be restored to 1,000 hours per year. While this is an increase over the 1983/84 hours, it is a reduction from 1982/83 and previous years, realizing the fiscal constraints of the University's student assistant budget.

Recommendation

To allocate 1,000 hours per year for student assistants.

UNIVERSITY LIBRARY

SPECIAL COLLECTIONS

The Special Collections Department contains books, prints, manuscripts and documents that are rare, finely crafted, or of historical importance. Materials are obtained through exchanges or donations.

The part-time Curator Consultant is responsible for acquiring and restoring materials and arranging special exhibitions of the collection. The Department has been fortunate in having a part-time volunteer assistant for the past several years.

The FACILITIES are adequate for the near future, but some crowding will occur.

The EQUIPMENT is sufficient and in good working order. The humidifier/dehumidifier can be expected to operate for several more years.

The STAFFING is adequate for the needs of the Department.

ARCHIVES

- The University does not have any formal archival system for the collection, deposit, housing, and maintenance of University archival materials. Presently the Special Collections Department is an ad hoc, de facto archive. It acquires the catalogs; Calendar/Bulletin; Scribe; University Senate, Faculty Council, and Student

Council minutes, and yearbooks and commencement programs. Both the University Librarian and Consultant Curator have prepared proposals for the establishment of a University Archive in Special Collections. A part of the proposals has been for an oral history of the University, a history which will be lost to the future as time passes. The new "Wall of UB" provides an excellent visual history of the University; an archive would provide the history of the University's philosophy, the thoughts and deeds of its leaders, and the accomplishments of its faculty.

The University Librarian shall work with the offices of Academic Affairs, Administration and Finance, and University Relations to seek approval and funding for the establishment of a University Archive.

The staffing needs and operating budget are modest.

TECHNICAL SERVICES DEPARTMENT

In September 1982 the Cataloging and Acquisitions Departments became one administrative unit. The Head of Cataloging assumed responsibility for the operations with the new title of Head of Technical Services. The Department acquires, catalogs, and prepares print, non-print, and media materials for the University Library, Stamford/Greenwich Center Library, and beginning in the Spring of 1984, for the new Center for Educational Resources.

FACILITIES

The space, shelving, and work areas are adequate. The security of the area is not sufficient. This is addressed under UNIVERSITY LIBRARY - SECURITY.

TECHNICAL SERVICES DEPARTMENT

ACQUISITIONS UNIT

The Unit:

Acquires materials from the most economical and reliable sources.

Performs bibliographic searching of orders to verify publishing information and eliminate duplication of orders;

Types order forms and sends to vendors;

Checks received orders for condition of material and accuracy in relation to invoices. Makes claims and remedies discrepancies;

Processes invoices of materials received;

Maintains order/received files;

Routes materials to Cataloging Unit;

Makes decisions to accept or decline gifts. Searches gift materials in card catalog and prepares forms for decisions by subject bibliographers;

Prepares quarterly reports for subject bibliographers on fund expenditures.

GIFTS AND EXCHANGES

- The process of accepting and processsing gift materials is cumbersome. A more streamlined process should be developed.

- The problem of dispersing unsolicited or unusable gifts and library materials which have been withdrawn from the collection remains a difficult one. The materials occupy areas in the storage room and in Technical Services. Some effort was made to disperse and discard materials from the storage area during the summer 1982 shutdown period.

Recommendations

The Head of Technical Services shall work with the Acquisitons support staff and the subject bibliographers to develop an efficient system of processing gift materials.

The Head of Technical Services shall work with the University Librarian to identify libraries and other organizations to which materials may be donated.

The storage area should receive further attention during the summer 1984 shutdown period.

ORDERING PROCESS AND EQUIPMENT

- The Department can begin to use the OCLC database for verification of requests before ordering and make printouts for later use in cataloging.
- As the Department maintains records of orders and expenditures by different categories and funds, a microcomputer would make the record-keeping a less time-consuming task, provide timely and accurate reports, and free the staff for other duties to which they cannot presently devote sufficient time. Participation in the OCLC Acquisitions Subsystem (which will perform the same functions as the microcomputer) is desirable, but the prohibitive cost of approximately $5,870 per year does not make it feasible in the near future.

Recommendations

To utilize the OCLC database for acquisitions functions.

To purchase a microcomputer, printer and accompanying software for record-keeping and fund accounting. This is addressed under UNIVERSITY LIBRARY - EQUIPMENT.

STAFFING

The unit is staffed by two support staff members and student assistants, under the supervision of the Head of Technical Services. The support staffing is adequate, but the one-third reduction in 1983/84 of student assistant hours has affected the ability of the unit to carry out its functions efficiently. The student assistants are responsible for bibliographic searching, filing, and assisting with processing gift materials.

- The student assistant hours must be restored to 840 hours per year. While this is an increase over the 1983/84 hours, it is a reduction from 1982/83 and previous years, realizing the fiscal constraints of the University's student assistant budget.

Recommendation

To allocate 840 hours per year for student assistants.

TECHNICAL SERVICES DEPARTMENT

CATALOGING UNIT

The Unit:

Catalogs and processes all print, non-print and media material for the University Library, Stamford/Greenwich Center Library and beginning in the Spring of 1984, the Center for Educational Resources;

Repairs and binds all materials not required to be sent to an outside bindery;

Processess all materials that have been withdrawn from the collections;

Reclasses sections of the University Library collection according to organization of subject and space considerations;

Maintains records of materials added, reclassified and withdrawn from the collections.

EQUIPMENT

- A typewriter is still a basic piece of equipment for cataloging tasks. The present one is old and had frequent repair problems.

Recommendation

To purchase an electric typewriter.

Cost: To be furnished by Purchasing

DESELECTION, RECLASSIFICATION AND RETROSPECTIVE CONVERSION

Deselection of older materials must precede any major undertaking of either reclassification (reclassifying the Dewey collection of nearly 150,000 volumes to the Library of Congress System) or retrospective conversion (putting the Library's holdings that were acquired before 1977 into the OCLC database). The deselection process is dependent upon decisions made by the subject bibliographers, a process which has been neglected due to staff shortages. Reclassification utilizing the OCLC system would cost approximately $225,000; retrospective conversion utilizing the OCLC system would cost approximately $100,000.

With the replacement of the one public services librarian/subject bibliographer and one Cataloging support staff which has been requested, there would be sufficient staff available to allocate more time to the deselection process. Reclassification and retrospective conversion could be completed over a five-year period with full staffing of the Unit. Retrospective conversion is also a necessary first step in converting to an online catalog to replace the present card catalog.

Recommendation

When full staffing is reached in the Unit, to plan a five-year project for deselection, reclassification, and retrospective conversion, with appropriate budget allocation for utilizing the OCLC system.

STAFFING

The Unit is staffed by three librarians and one full-time and one part-time support staff and student assistants. One librarian also serves as Head of Technical Services, and all three librarians serve several hours per week in the Reference and Periodicals Departments. The student assistants are responsible for processing the materials.

- The Student assistant hours must be restored to 840 hours per year. While this is an increase over the 1983/84 hours, it is a reduction from 1982/83 and previous years, realizing the fiscal constraints of the University's student assistant budget.

Recommendation

To allocate 840 hours per year for student assistants.

RESOURCES

The material resources of the Library are its books; indexes and abstracts; periodicals, serials, and newspapers; and microform. It is through these materials that students, faculty, staff, and the university community will obtain the information they seek. Online databases have begun to offer both alternatives to and duplication of print and microform; however, researchers will continue to rely heavily on the traditional formats for many more years

- The inflationary increases in the cost of materials have placed a heavy burden on libraries. The University Library has seen significant reductions in its materials budget several times in the last 10 years, some years of a static budget with diminished purchasing power due to inflation, and a few years of allowances for inflationary increases. The following pages illustrate the cost of materials in relation to the Library budget.

BOOKS

Year	Average Cost per Title	Publishing Industry's Percentage Increase	Library's Percentage Increase/ Decrease	Library's Purchasing Power	Library's Budget
74-75	14.09	-	-	-	17,084
75-76	16.19	+15.0	+122.4	+107.4	38,001
76-77	17.39	+6.9	+8.5	+1.6	41,243
77-78	19.22	+9.5	-6.4	-15.9	38,599
78-79	19.30	+.4	+8.8	+8.4	42,000
79-80	23.96	+24.0	+14.3	-9.7	48,000
80-81	24.64	+2.8	-2.1	-4.9	47,000
81-82	26.63	+8.0	+8.5	+.5	51,000
82-83	30.59	+15.0	+1.5	-14.5	51,765
83-84	33.07 (estimate)	+8.0 (estimate)	-1.5	-9.5 (estimate)	51,000

PERIODICALS

Year	Average Cost per Title	Publishing Industry's Percentage Increase	Library's Percentage Increase/ Decrease	Library's Purchasing Power	Library's Budget
74-75	17.71	-	-	-	7[illegible]
75-76	19.94	+12.5	+8.8	-3.7	80,290
76-77	22.52	+12.9	+4.8	-8.1	84,200
77-78	24.59	+ 9.0	+5.6	-14.6	79,480
78-79	27.58	+12.2	+6.5	-5.7	84,652
79-80	30.37	+10.1	+11.6	+1.5	94,480
80-81	34.54	+13.7	+15.0	+1.3	108,655
81-82	39.13	+13.3	+10.6	-2.7	120,127
82-83	44.80	+14.5	+13.3	-1.2	136,104
83-84	50.18 (estimate)	+12 (estimate)	-5.2 (estimate)	-17.2	129,049

SERIALS

Year	Average Cost per Title	Publishing Industry's Percentage Increase	Library's Percentage Increase/ Decrease	Library's Purchasing Power	Library's Budget
74-75	109	-	-	-	25,600
75-76	118	+8.0	+28.9	+20.9	33,000
76-77	130	+9.7	-3.5	-13.2	31.861
77-78	142	+9.9	+1.4	-8.5	32.300
78-79	154	+8.2	+5.3	-2.9	34,000
79-80	171	+11.1	*	*	26,500
80-81	194	+13.5	*	*	30,210
81-82	220	+13.2	+10.3	-2.9	33,288
82-83	245	+11.2	+8.2	-3.2	35,955
83-84	272 (estimate)	+11.0 (estimate)	-8.9	-19.9 (estimate)	32,120

* not applicable

- Because of the inability to keep pace with inflation and the several budget reductions, many departments have insufficient resource support for their programs. Support for undergraduate programs is barely sufficient, support for graduate programs, particularly in business and engineering is inadequate, and new fields of study such as robotics receive little support.

In the following pages of this section the deficiences in the collection are delineated and recommendations for specific purchases are made.

BUSINESS RESOURCES

The most critical need for additional funds for the business collection is in the category of services and standing orders. There are certain basic sources such as the Financial Analyst's Handbook and Dun and Bradstreet's Principal International Businesses that we must send our students to Sacred Heart to use. As indicated by the attached list these items are expensive; and-each constitutes a recurring expenditure, not just a one-time purchase. To acquire and maintain just the most necessary of those titles listed would require that at least $10,000 be added to the serials budget for budget sources.

The circulating collection has suffered from a high theft rate and inadequate levels of funding both to acquire new titles and to update older editions of standard works. A complete inventory of the circulating business collection showed a loss rate of 8.5%, and there is presently no money budgeted for replacement copies. If replacements are made from current budget funds, this greatly restricts the number of new titles acquired. To improve the basic business collection, I would recommend a one-time expenditure of $5,000. We hold only a small percentage of the books comprising the 3,000 title core collection of the Baker Library at Harvard Business School, and I feel that duplication of this collection would be a desirable and attainable goal to support our business programs.

An increasing emphasis on international businesses and marketing has revealed many shortcomings in this area of the collection. Many of our books on business and economic conditions in individual countries need updating, and I would recommend a one-time expenditure of $2,000 to remedy this situation. I would also recommend the establishment of a new budget category for international business with an annual allocation of $1,000.

There is currently no money allocated for acquisition of books which pertain to business in general rather than the specific subject areas of marketing, economics, etc. I would, therefore, recommend that an additional budget allocation of at least $1,500 annually be made for acquisition of business books which do not fall under one of the currently defined subject areas.

Prepared by: Carol M. Harker,
Bibliographer for
Business

BUSINESS REFERENCE SOURCES - SERIALS

Standard & Poor's New York Stock Exchange Reports	$ 280.00
Standard & Poor's American Stock Exchange Reports	210.00
Standard & Poor's OTC Stock Reports	210.00
Standard & Poor's Financial Analysts' Handbook	405.00
Standard & Poor's Daily Stock Price Record - NYSE	171.00
Standard & Poor's Daily Stock Price Record - OTC	187.50
Standard & Poor's Daily Stock Price Record - American	162.00
Standard & Poor's Daily Stock Price Record - Retrospective to 1980-81 for NYSE, American & OTC (microfiche)	461.10
Dun & Bradstreet Billion Dollar Directory	225.00
World Directory of Multinational Enterprises (Facts on File Pub.)	195.00
European Markets: A Guide to Company & Industry Information Sources (Gale)	150.00
Polk's World Bank Directory	135.00
Aljian's Purchasing Handbook	46.50
Business and Economics Books 1876-1982	195.00
Business and Economics Books & Serials in Print	62.50
Business Organizations & Agencies Directory	110.00
Canadian Trade Index	82.50
Corporate & Industry Research Reports	4,950.00
Area Business Databank	635.00
European Marketing Data & Statistics 1983	£69.00
Consultants & Consulting Organizations Directory	190.00
Directory of Shopping Centers in the U.S.	168.00
Dun & Bradstreet's Principal International Businesses	395.00

Handbook of Basic Econonic Statistics	120.00
Kelly's Manufacturers & Merchants Directory	90.00
Mail Order Business Directory	55.00
Marconi's International Register	65.00
Dun & Bradstreet's Million Dollar Directory Vol.III	215.00
Rand McNally Commercial Atlas & Marketing Guide	135.00
Security Dealers of North America (S&P)	212.00
Who's Who in Finance & Industry	62.50
Directory of U.S. Importers (Journal of Commerce)	225.00
Who Audits the World (U.Conn.)	75.00
Business Publications Index & Abstracts (paper form of Mgt. Contents database)	250.00
Corporate Data Exchange Fortune 500 Directory (This is a stock ownership directory)	75.00
Foreign Corporations' Annual Reports on microfiche (U.Conn.)	2,000.00
Harfax Directory of Industry Data Sources - Western Europe	125.00
Harfax Guide to the High Technology Industries	65.00
Marketing Trends in Asia and the Pacific Region	144.00
European Marketing Data and Statistics	220.00
International Marketing Data and Statistics	220.00
Knowledge Industry 200: America's 200 Largest Media Companies	98.00
News Bank	1,675.00
World Directory of Multinational Enterprises (MacMillan, Dist. by Gale)	385.00
Transnational Annual Reports (microfiche service available from U.Conn.)	2,000.00
Value Line New Issues Service	300.00

BUSINESS SOURCES - PERIODICALS

Periodicals indexed in Bridgeport

American Import/Export Management	15/yr.	$ 15.00
American Printer	mo.	16.00
Association Management	mo.	20.00
Audiovisual Communications	12/yr.	12.00
Automotive Industries	mo.	25.00
Automatic News	wkly.	40.00
Bank Marketing	mo.	48.00
Bankers Monthly	mo.	15.00
Best's Review Life/Health	mo.	16.00
Best's Review Property/Casualty	mo.	16.00
Beverage World	mo.	15.00
Buildings	mo.	25.00
Business Insurance	wkly.	30.00
Canadian Business (July - top 500)	mo.	21.00
Chain Store Age/Gen. Merchandise Ed.	mo.	7.00
Chain Store Age/Supermarkets (June -100 lgst. food chains)	mo.	10.00
Chemical Week	wkly.	15.00
Coal Age	mo.	16.00
Commodities: The Magazine of Future Trading	mo.	34.00
Data Communications	mo.	24.00
Distribution	mo.	20.00
Drug & Cosmetic Industry	mo.	15.00
Electrical World	mo.	16.00

Electronic Business	mo.	40.00
Electronic News	wkly.	25.00
Employee Benefit Plan Review	mo.	18.00
Fueloil, Oil Heat, & Solar Systems	mo.	14.00
Handling & Shipping Management	mo.	30.00
Inc.	12/yr.	24.00
Industrial Development/Site Selection Hndbk.	Bi-mo. & qtrly.	39.00
Industrial Research & Development	12/yr.	36.00
Infosystems	mo.	40.00
Institutional Investor	mo.	90.00
Journal of Commercial Bank Funding	mo.	19.50
Magazine of Bank Administration	mo.	20.00
Marketing Communications	mo.	13.50
Mass Transit	mo.	20.00
Merchandising	mo.	30.00
Modern Office Procedures	mo.	24.00
Money	mo.	21.95
Mortgage Banking Magazine	mo.	30.00
National Petroleum News	mo.	34.50
National Safety News	mo.	12.75
Paper Trade Journal	24/yr.	15.00
Pension World	mo.	34.00
Pension & Investment Age	26/yr.	40.00
Personnel Administrator	mo.	26.00
Plastics World	mo.	35.00

Professional Builder/Apt. Business	mo.	24.00
Progressive Grocer	mo.	30.00
Pulp & Paper	13/yr.	30.00
Purchasing	semi-mo.	30.00
Quick Frozen Foods	mo.	15.00
Restaurant Business	mo.	40.00
Savings Bank Journal	mo.	31.00
Telephony	wkly.	23.00
Traffic Management	mo.	35.00
Training	mo.	18.00
Venture	mo.	18.00
Wards Auto World	mo.	25.00
World Mining	mo.	35.00
World Oil	14/yr.	12.00

SCIENCE, TECHNOLOGY, AND HEALTH RESOURCES

The collections serving the students and faculty of the Colleges of Science and Engineering and Health Sciences need substantial strengthening and updating.

The reasons for the weaknesses of these collections are various. The budgets have not been sufficient and the costs of materials have risen dramatically compared with general prices for publications. The grants from the Helene Fuld Trust have helped to maintain a modest collection for the health sciences; without those funds, the collection would be very inadequate. Theft of new books which are of the most value in these fields further aggravate the state of the collection. Many new programs have been added -- nutrition, biomedical engineering, respiration therapy, robotics -- with no additional library support provided. The older subject fields have had to support the newer, with the result of inadequate support for both.

Recommendation

The book budgets for the science and engineering departments should be increased to $2,000 each (rather than the present average of $1,000 per department). The book budget for the health sciences should increase by $1,500.

In order to bring the collection to a level where they can provide support, several "one-time" expenditures are recommended:

Mathematics	$2,000
Physics	3,000
Chemistry	3,000
Geology	3,000
Engineering	10,000

Prepared by: Steven Bay,
Bibliographer for Science,
Engineering, and Health Sciences

SCIENCE, TECHNOLOGY AND HEALTH REFERENCE SOURCES - SERIALS

Advances in Anesthesia	$ 41.50
Advances in Applied Biology	73.00
Advances in Applied Mechanics*	53.00
Advances in Applied Microbiology	35.00
Advances in Applied Solid State Science	78.00
Advances in Atomic & Molecular Physics*	64.00
Advances in Automation & Robotics	45.00
Advances in Biomedical Engineering	71.00
Advances in Cancer Research	49.50
Advances in Chemical Physics*	75.00
Advances in Clinical Chemistry	42.00
Advances in Computer-Aided Engineering Design	45.00
Advances in Computers	60.00
Advances in Energy Systems & Technology	39.50
Advances in Environmental Science & Technology	70.00
Advances in Enzymology	42.50
Advances in Genetics	36.00
Advances in Heat Transfer	54.00
Advances in Heterocyclic Chemistry	65.00
Advances in Human Genetics*	45.00
Advances in Immunology*	45.00
Advances in Inorganic Chemistry & Radiochemistry	56.00
Advances in Laser Spectroscopy	47.95
Advances in Librarianship*	32.00

Advances in Liquid Crystals	42.00
Advances in Magnetic Resonance*	35.00
Advances in Microbial Physiology*	43.50
Advances in Nuclear Physics*	49.50
Advances in Nuclear Science & Technology*	57.50
Advances in Nutritional Research	39.50
Advances in Optical & Electron Microscopy*	52.50
Advances in Protein Chemistry*	47.50
Advances in Quantum Chemistry*	56.00
Advances in Radiation Biology	57.00
Advances in Solid State Physics	56.00
Advances in the Study of Behavior*	27.00
Advances in Virus Research	45.00
Advances in X-Ray Analysis	49.50
Current Topics in Microbiology & Immunology	36.00
Developments in Polymerisation	53.75

*Discontinued from Collection

SCIENCE, TECHNOLOGY AND HEALTH - PERIODICALS

Acta Astronautics	$ 450.00
Acta Zoologica	80.00
Age	25.00
Advances in Applied Mathematics	66.00
American Journal of Science	40.00
American College of Nutrition, Journal of	75.00
Applied Biochemistry & Biotechnology	125.00
Automated Office Systems	125.00
Biology of Reproduction	82.00
Cable TV Technology	495.00
Caring	36.00
Cell	90.00
Computer & Data Processor Technology Newsletter	85.00
Computer Equipment Review	175.00
Computer Languages	150.00
Computer Security	65.00
Computer World	44.00
Computers & Mathematics with Applications	200.00
Contraceptive Technology Update	68.00
Current Contents/Physical, Chemical & Earth Sciences	230.00
Data Cast	18.00
Data Processing	156.00
Energy Engineering	44.00
Energy Research Digest	190.00
Environmental Geology	57.00
Experimental Aging Research	70.00
Experiments in Fluids	67.00

Food & Nutrition	7.50
Geothermics	60.00
High Temperature Science	125.00
Hospital Week	20.00
Information & Control	254.00
Human Nutrition	135.00
Information Sciences	205.00
International Journal of Theoretical Physics	260.00
International Communications in Heat & Mass Transfer	135.00
International Journal of Artificial Intelligence	-
International Journal of Mini-Micro-Computers	70.00
Journal of Cybernetics & Information	60.00
Journal of Digital Systems	65.00
Journal of Manufacturing Systems	64.00
Journal of Nutrition for the Elderly	28.00
Journal of Physics & Chemistry of Solids	450.00
Journal of Telecommunication Networks	100.00
Mathematical Systems Theory	90.00
Microelectronics Journal	175.00
Microcomputing	25.00
Microsystems	25.00
Mini-Micro-Computer Report	
Natural Health Bulletin	28.00
Nurse, the Patient, and the Law	45.00
Nursing Homes	25.00
Personal Computer Age	24.00
Physical Geography	32.00

Physics & Chemistry of Minerals	127.00
Phytochemistry	400.00
Psysiological Chemistry & Physics	65.00
Power	12.00
Power Line	50.00
Power Transmission Design	30.00
Progress in Food & Nutrition Science	140.00
Progress in Oceanography	100.00
Progress in Polymer Science	95.00
Progress in Quantrum Electronics	95.00
Protein Chemistry Journal	95.00
Research on Aging	54.00
Robomatics Reporter	250.00
Robotics Age	15.00
Robotics Research	90.00
Robotics Today	-
Simulation	42.00
Small Computers in Libraries	20.00
Software	36.00
Software Digest	88.00
Solar Energy	250.00
Solid State Technology	18.00
Solvent Extraction & Low Exchange	75.00
Surveys in High Energy Physics	52.00
Topics in Clinical Nursing	42.50
Topics in Health-Care Financing	54.50
Vistas in Astronomy	120.00
World Electronic Developments	125.00

SOCIAL SCIENCES AND HUMANITIES RESOURCES

The books, periodicals, and serials in support of the social sciences and humanities program can only be described as "barely adequate." Many fields of study are inadequately supported: the study of film as film not literature requires scripts; little information is available on the history of textiles, interior design is an interdisciplinary field; more information is needed on the manufacturing and functioning of items; the technological aspect of mass communications is not represented; professional publications of the music industry are not acquired; new fields and revolutions in the fields of psychology require new resources; all aspects of government and political science are important to a university interested in educating its students for world citizenship.

Recommendation

To increase the present expenditures for books for social sciences and humanities by 25%.

Information provided by René Boux
Bibliographer for Social Sciences
and Fine Arts

SOCIAL SCIENCES AND HUMANITIES SOURCES - PERIODICALS

Australian Journal of Screen Theory	$ 25
Cineaste	7
Cinema (Zurich)	15
Cinema Canada	10
Cinema Francais	40
Cinema Papers	53
Computers and Electronics	16
Environmental Ethics	24
Ethnic and Racial Studies	52
Feminist Studies	25
Film Criticism	7
Film Directions	25
Filmmakers Monthly	20
Films	25
Films and Filming	36
Focus on Film	30
Freedomways	8
Futures	110
Hastings Center Report	35
Historical Journal of Film, Radio and Television	95
International Journal of Aging and Human Development	82
International Journal of Middle East Studies	68
James Joyce Quarterly	11
Journal of Aesthetics and Art Criticism	25

Journal of American Culture	20
Journal of Canadian Studies	25
Journal of European Studies	63
Journal of Peace Research	30
Journal of Popular Film and TV	25
Literature/Film Quarterly	16
Listener	70
Mankind	25
Modern Age	10
Modern Poetry Studies	20
Monthly Film Bulletin	20
Omega: the Journal of Death and Dying	54
Panorama (Prague)	10
Popular Science	15
Public Welfare	15
Quarterly Review of Film Studies	34
Sex Roles: a Journal of Research	130
Sight and Sound	14
Society	30
Theatre Quarterly	20
Theatre Survey	10
Women and Literature	25
Women's Studies	70

OPERATING BUDGET

Over the past several years the seemingly minor reductions in many lines of the operating budget (excluding the resources and capital budget items) have cumulated to affect the quality of services and facilities. The repair and maintenance of equipment, telephone service, and supplies for photocopiers and microform reader printers are fixed costs which rise every year. Other items have received more than their share of reductions in order to accommodate the fixed cost items.

Meetings

All professional and support staff are encouraged to attend and participate in local, regional, and national organizations. The funds are inadequate to support registration fees, travel, and accommodations.

Duplication

The funds for duplication of correspondence and documents for all Library departments is barely adequate.

Postage/Mailing

There has been no increase in the postage funds since 1981/82. Postage charged by the vendors for the mailing of books comes from the book budget, allowing less money for purchasing of books. Economies have been made, but the funds are not adequate.

Signs/Posters

Signs have been broken and stolen, and with the many changes which have taken place since the building was opened, new informational and directional signs are needed on all floors. A "library hours" sign for the Lobby and a building directory sign also for the Lobby are particularly needed. The costs can be shared by the University Library, Admissions, and the Law Library.

Office and Library Supplies

The lack of or reduced amount of supplies limits the tasks which can be undertaken. One example is the inability to purchase a sufficient number of rolls of binding tape to perform in-house repair and binding of books and journals, even when qualified staff are available.

Building Repair and Maintenance

A building 10 years old is in need of an increasing number of repairs. These have been deferred. Repairs cannot always be anticipated; this line item should be handled each year as a separate request based on a list of needed repairs, rather than in the operating budget.

Recommendation

To restore a portion of the funding based upon specific accommodations of the University Librarian. Inflationary increases should be allocated. The budget should be adjusted for inflationary increases thereafter.

It should be noted that in addition to the general reductions over the past several years, in 1979/80 funds were transferred from the Library budget to form a new budget for the Dean of Learning Resources. Those funds were never restored to the Library budget after the Dean of Learning Resources position was eliminated.

INSTITUTIONAL SUPPORT

The policy approved by the Association of College and Research Libraries of the American Library Association for "Standard for College Libraries" states:

> Experience has shown that library budgets, exclusive of capital costs and the costs of physical maintenance, which fall below six percent of the college's total educational and general expenditures are seldom able to sustain the range of library programs required by the institution.

The University's support of the University Library has been approximately 3.5% each year for several years. As has been noted, the reduction in professional and support staff and student assistants, and the reductions in the allocations for print and non-print resources has affected the quality of services and range and quality of services the Library can offer.

Recommendation

The University support for the Library should be increased to a minimum of four and one-half in 1984/85, with further increases as Library need requires and University fiscal considerations allow.

TECHNOLOGY

The technological advances of the past decade have enabled libraries to improve and expand their services, to collect data for management decisions, and make the internal operations more efficient and effective. The University Library needs to continue to take advantage of the new technologies if it is to offer services to its students, faculty, staff and community.

In order to accomplish this, the following systems and equipment are recommended to be integrated into library operations and services during the next five years.

Administrative Office

Microcomputer, letter-quality printer, word processing and fund accounting software. For correspondence, reports, fund accounting, statistics, and record-keeping.

Cost: $3,500

Periodicals Services Department

Microcomputer, printer, word processing, and fund accounting software. For checking-in and claiming of periodicals, fund accounting, correspondence, and record-keeping.

Cost: $3,000

Three microfilm and two microfiche reader/printers to accommodate patrons needs as more of the collection is available only in microform format:

Cost: $18,500

Periodicals Services Department
Serials Unit

Share a microcomputer and printer with the Acquisitions Unit. For checking-in and claiming of periodicals, fund accounting, correspondence, and record-keeping.

Reference Services Department

Continue to provide online searching, applying any income to the cost of maintenance and supplies and to the subsidization of student searches, particularly for the Capstone research papers.

Microfiche reader/printer for reading and copying government document and college catalog materials.

Cost: $2,500

IBM 300 Terminal for bibliographic verification and searching, identification of location of materials, and interlibrary loan transactions.

Cost: $3,500

Technical Services Department
Acquisitions Unit

Microcomputer, printer, word processing and fund accounting software. For checking-in and claiming serials, for fund accounting, correspondence, and record-keeping for Serials and Acquisitions Units.

Cost: $3,000

Circulation System

An automated circulation system for the University Library, Law Library, Center for Educational Resources, Media Services, and Stamford/Greenwich Library would automate an antiquated circulation process in the three libraries and provide for inventory control for all units.

Costs: Initial fee of $35,000 to join the Fairfield County Bibliomation Group

Additional cost figures to be provided by the Director of Bibliomation

Note: Maintenance contracts and supplies must be included in the annual operating budget for microcomputers, terminals, and reader/printers.

STAFFING

In 1980 the staffing of the University Library was:*

4.5	Administrative
9.0	Librarians
.4	Part-time Librarians
.5	Special Collections Curator
12.0	Support Staff

In 1983 the staffing of the University Library is:*

3.0	Administrative
7.0	Librarians
1.3	Part-time Librarians
.5	Special Collections Curator
8.0	Support Staff
1.4	Part-time Support Staff

Replacement positions have been requested for:

1 Technical Services Support Staff - replacing 1
1 Periodicals Services Support Staff - replacing 1
1 full-time Librarian - replacing 2 Librarians & 1 Support Staff

The student assistant staff was reduced by 44% in 1983/84, from 18,635 hours to 11,923 hours.

The University Library has already reduced its staff over the years by among other actions, not replacing the Dean of Learning Resources, (University Librarian assuming the administrative responsibility), replacing a full-time support staff with part-time Librarian hours in Periodicals, and replacing a full-time support staff with part-time support staff hours in Circulation. The request to replace two Librarians and one support staff positions with one Librarian will take care of the immediate service demands which cannot presently be met, such as honoring requests for specialized bibliographic instruction classes, the preparation of bibliographies and guides, decision-making on gift materials, deselection of outdated materials, more attention to collection development, and staffing of the two public service areas.

Other factors also make the full complement of staff necessary for the provision of qualify services. The introduction of online database searching will bring an increase in both patron expectation and patron demands; more information will be sought, interlibrary loan transactions will increase, the use of journals will increase, and more time will be needed to be spent by the Reference Librarians preparing for and performing the searches. These will be factors whether enrollment increases, remains stable, or decreases.

Student assistants are an integral part of the staff. As is described in other sections of the Library portion of this Plan, they perform many tasks and the department cannot successfully operate without them. The recent reduction has caused a decline in service in all operations, from the timeliness of processing orders to the orderly maintenance of the stacks.

Recommendation

To replace the requested positions of 2 support staff and 1 librarian.
To allocate 15,000 hours for student assistants.

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*The figures exclude building staff and monitors.

SECURITY

The multi-use, multi-exit, multi-keyed building housing two libraries, the new Center for Educational Resources, Student Services/Admissions, Financial Aid, Career Planning and Placement, ELS, the Center for Individualized Instruction, and University telephone switchboard operators, makes the security of the building a complicated issue. The security of materials and equipment and the safety of persons need to be addressed. As the security of the University Library is so closely related to the security of the building, and as the EDIS/UL is also the Building Manager, all the issues will be treated as one.

Recommendation: The EDIS/UL/BM, Law Librarian, Vice President for Academic Affairs, Vice President for Administration and Finance, Public Safety Director, the Head of Buildings and Grounds, a member of the Faculty Council Library Committee, and a member of the Law School faculty should work to identify security problems, propose solutions, identify costs involved, and develop a timetable for implementation.

Factors affecting the security of the building which can be considered by the Committee are:

1. The design of the building permits patrons to exit the Lobby and Tunnel without passing the circulation desks of either the University Library or Law Library.
2. The design of the Lobby is very poor. There is no system of funneling patrons past the present monitor desk into a single file. The double security gate allows for too many patrons to exit at once. In the winter, the lack of heat in the Lobby forces the monitors to sit inside, near the

elevators, a possible violation of fire regulations and making it difficult to inspect all patrons with bags, etc. exiting the building. The side doors cannot be locked due to fire and handicapped regulations. There are insufficient signs regarding exiting which allows building employees and some patrons to exit through the side doors, bypassing the electronic gates. There are insufficient signs regarding exiting and building policies.

3. The exterior fire stairwell door alarms remain out of order for long periods of time. An alarm on the eight floor exterior fire stairwell door has never been installed. The Lobby security panel which lights up and buzzes when an alarm goes off in the building is not hooked up to the Public Safety Office. Lights and buzzers on the panel are frequently found blinking and buzzing by the building attendant when he opens the building in the morning; [illegible] indicates an entrance to or an exit from the building after [illegible] building was closed the previous night. There is no alarm on the basement glass double doors exiting to the parking lot area. There is no alarm on the basement corridor double doors. There is no alarm on the basement tunnel double doors. Occasionally an alarm goes off on a floor and by the time the staff member can reach the back of the floor, the patron who triggered the alarm has fled from the scene, either elsewhere on to the floor or down the exterior stairwell. Delayed-opening doors would prevent an exit.

4. Keys are issued to far too many persons. Additionally, when employment with the University is terminated, keys are supposed to be returned to the Building Manager or B&G. They have never been returned to the Building Manager.

5. A great number of ELS students exit the Lobby at one time at the end of a class. Too many students pass the monitor's desk at one time as there is no method of funneling patrons.

6. Elevators are not secured at night at closing; one must remain in use at all times in case a law faculty member or law review student wants to use the library between the hours of 12 midnight and 8:30 a.m. Elevators are not controlled for floor-by-floor use; when the University Library is not open and the Law Library is, patrons have access to the entire building.

7. The building attendant must leave the building open on occasion when he goes off duty at 12:30 a.m. It is the responsibility of the law review student(s) or law faculty member(s) to notify Public Safety when he or she leaves the building.

8. Monitors must be staff members, not students. Some students are presently being used, as the Library has had insufficient or unsuitable applicants for monitor positions. The University Library and the Law Library should be staffed by professional or support staff at all times. There is not a building attendant in the Library on Saturdays and Sundays from 10:00 a.m. - 4:00 p.m.

The lack of a comprehensive electronic security system has hampered the efforts to provide adequate security in the building. No Dewey books or unbound periodicals in the University are taped. All law materials are not taped. The gates must be near a monitor; if the materials are held over the head or below the knees, the bell will not be triggered and the gate will not lock. If the monitor is sitting inside the Lobby building in the winter because of the lack of heat in the Lobby, he or she cannot hear the bell. There is no electronic system in the Tunnel.

10. Presently both the University Library and the Law Library have manual, antiquated circulation systems. An automated circulation system would enable the libraries to keep accurate records of the location of all materials and conduct inventories. Neither library has ever conducted a complete inventory. A sample inventory of the business collection conducted during the summer of 1983 revealed a loss of 8.5% of the collection. The business collection is one of 8,921 volumes; 771 were found to be missing. From 1980/81 to 1982/83 1,921 business volumes were added, 131 were found to be missing. One can see that the addition of the monitors is only a partial solution. At $35 per volume, the recent loss is valued at $4,585. If this were extrapolated for the entire collection, losses are valued at $903,000 and instead of the approximately 300,000 volumes, the University Library in reality owns approximately only 274,200 volumes. There have been no funds for replacement.

11. There is a high correlation between faculty assignments and library losses. Library and faculty must work more closely in order to anticipate the use of materials.

12. The openness of the Technical Services in the basement allows for too much unauthorized traffic. Library materials are stolen and it is a frequent interruption of work to tell non-building employees who have entered through the employee loading dock area to use the corridor or front entrance. Also non-library employees walk through the Technical Services area to exit via the loading dock, yet the door to Technical Services needs to be open for ventilation.

13. The University Library Administration Office should not be on the master key system. Confidential papers are kept in files and there have been thefts from the storage room.

14. There is little reference to theft and mutilation of library materials in student disciplinary codes. Also, there is no clear procedure or guidelines for detaining patrons who are suspected of a violation.

15. Other recommendations from the Burns Security and Security Resources reports should be considered, i.e., closed circuit camera system and relocation of all library functions from basement through seventh floors.

16. Responsibility for the building monitors should rest with the Building Manager. It is the Building Manager who hires, provides the training and supervises the monitors. This function should, of course, be closely coordinated with the Department of Public Safety; but the Department of Public Safety should not be asked to assume the responsibility.

Based on consideration of the various factors on the previous pages, the following are recommendations of the University Librarian:

Recommendations:
To heat the Lobby sufficiently to allow a monitor to remain at the Lobby desk.

Cost: To be furnished by Buildings & Grounds

To paint signs in the Lobby

East side Door: (Red - 2'x2')	EMERGENCY EXIT This is an emergency exit only. Please exit by front doors after passing security desk.
West side door: (Red - 2'x2')	HANDICAPPED EXIT This is an exit for handicapped persons only. Please exit by front doors after passing security desk.

Cost: To be furnished by Buildings & Grounds

To place a sign on glass partition between Lobby doors--on both sides. The same sign should be posted at the Circulation Desks of the University and Law Libraries:	ALL BAGS, PURSES, AND BRIEFCASES AND PARCELS MUST BE OPENED FOR INSPECTION BY DESK ATTENDANT UPON EXITING THE BUILDING

Cost: To be furnished by Buildings & Grounds

To wire front exiting doors of the Lobby for delayed opening when the bell rings and gate locks. This will delay a patron from exiting the building with Library materials which have not been properly charged out and allow the monitor to question the patron.

Cost: To be furnished by Buildings & Grounds

To redesign the Lobby so patrons will not descend stairs and immediately push open security gates; the extra momentum causes the gates to break. A monitor's desk station should be constructed in the Lobby.

Cost: To be furnished by Buildings & Grounds

If redesign of the Lobby is not feasible, stanchions and ropes should be purchased to direct patrons more effectively past the monitor's desk.

Cost: To be furnished by Purchasing

To place signs near monitor's desks in Lobby and Tunnel:	PLEASE OPEN ALL BAGS, PURSES, BRIEFCASES AND PARCELS FOR DESK ATTENDANT UPON EXITING THE BUILDING.

Cost: To be furnished by Buildings & Grounds

To install an alarm on the eighth floor stairwell door.

Cost: To be furnished by Buildings & Grounds

To install an electronic detection system to enable Public Safety to know when unauthorized enterings and exitings of the building are taking place, especially during the hours the building is closed.

Cost: To be furnished by Buildings & Grounds

To install alarmed, delayed-opening double doors with crash bars in the basement corridor.

Cost: To be furnished by Buildings & Grounds

To install alarmed, delayed-opening double doors with crash bars in the basement to exit to parking lot area.

Cost: To be furnished by Buildings & Grounds

To install alarmed, delayed-opening double doors in Tunnel (Wahlstrom side) which can be locked from both sides.

Cost: To be furnished by Buildings & Grounds

To install alarmed, delayed-opening Double doors in Tunnel (Carlson side) which can be locked from both sides.

Cost: To be furnished by Buildings & Grounds

To install alarmed delayed-opening doors on all exit doors on all floors.

Cost: To be furnished by Buildings & Grounds

Employees terminating their employment with the University should turn over their keys to the Building Manager. The Building Manager will turn the keys over to Buildings and Grounds and notify Personnel to release the final paycheck.

ELS should be relocated to another building. A library building is inappropriate for an active, noisy classroom.

Cost: To be furnished by Buildings & Grounds

To install one additional switch in each elevator allowing for a cut-off of floors 2-5.

Cost: To be furnished by Buildings & Grounds

Personnel and the Building Manager must work together to insure an optimal pool of candidates for library monitors.

The Law School and Law Library must work with the Building Manager and Public Safety to exercise control over the activities in the building between 12 Midnight and 8:30 a.m.

To acquire an Electronic Security System:

Install updated system for the Lobby with a single gate.

Cost estimate: $7,000

Install system for Tunnel.

Cost estimate: $7,500

Sensitizer/desensitizer for Law Library.

Cost estimate: $1,500

Magnetic strips for University Library Dewey collection.

Cost estimate: $4,500

Magnetic strips for Law Library collection.

Cost estimate: $10,000

Magnetic strips for University Library collection - yearly.

Cost estimate: $1,000

Magnetic strips for Law Library collection - yearly.

Cost estimate: $1,200

Maintenance contract for 2 gates - yearly.

Cost estimate: $2,000

To convert to an automated circulation system for the University Library, Law Library, Center for Educational Resources, S/G Library Information Center, and Media Services.

Cost estimate: To be obtained from the Director of Bibliomation

Yearly operations

Cost estimate: To be obtained from the Director of Bibliomation

The University Library subject bibliographers and the University faculty must work more closely to anticipate library assignments and make better use of the reserve library. The Faculty Council Library Committee should also work to encourage this cooperation.

To place wire screening around exterior fire stairwells to prevent debris and pigeon excrement from accumulating.

Cost: To be furnished by Buildings & Grounds

Cleaning of exterior stairwells.

Cost: To be furnished by Buildings & Grounds

To place signs in Student Lounge FOOD AND BEVERAGES ARE NOT TO BE TAKEN INTO THE UNIVERSITY LIBRARY OR THE LAW LIBRARY.

Cost: To be furnished by Buildings & Grounds

To install a dutch door at the entrance to Technical Services with a sign "STAFF ONLY".

Cost: To be furnished by Buildings & Grounds

To install a barrier allowing for proper ventilation in the Technical Services area, but preventing entrance into Technical Services from the loading dock area.

Cost: To be furnished by Buildings & Grounds

To undertake complete inventories by the University Library and Law Library.

Cost estimate for University Library: $8,000

Place other appropriate emergency exit signs throughout building.

Cost: To be furnished by Buildings & Grounds

To install new locks for and issue new keys for University Library Administration Office.

Cost: To be furnished by Buildings & Grounds

The student disciplinary code should make specific reference to violations of library policy; this should be stated in the Key to UB.

The University legal counsel should prepare policy statements regarding the inspection of bags, etc.; the withholding of employee final paychecks until keys are returned; and detention of patrons suspected of violating library policies.

The building monitors should be the responsibility of the Building Manager. The report from Burns Security assumed the responsibility of the building had been transferred from the Building Manager to the Department of Public Safety. The report notes "The recent change in the status of monitors to the Security Department needs more study. If the (monitor) role is best directed by the librarian staff, this position may have to be restored to the Department." The position should remain with the Building Manager.

BUILDING MAINTENANCE

Wahlstrom Library opened for service in the Fall of 1974. After a period of 10 years, the maintenance of the building requires greater attention to projects which have been deferred.

Recommendations

To replace the worn, soiled carpeting in Student Lounge with a tiled surface which is easier to clean.

To replace the worn, soiled fabric furniture in the Student Lounge with more practical, easier to clean furniture.

To replace the worn, torn carpeting in the Lobby with a tiled surface. Exit and Entrance areas are becoming so torn that they are dangerous.

To repair the chipping paint and plaster on the posts and many walls on the east side of the building.

To repair the leak by the elevators on the eighth floor.

To provide for continuous replacement of the light bulbs in the exit signs. This should not be charged to the Library budget.

To repair all broken furniture. Some furniture is in the storage area; some of questionable safety is on the various floors. There have never been funds for repairs.

To regularly provide for extermination of all floors.

A separate fund, administered by the Building Manager, should allow for building maintenance. The maintenance of a building should not be a part of the operating budget of either the University Library or Law Library.

WPKN AM-FM RADIO STATION

HISTORY

The U.B. Radio Club established a closed-circuit radio station in the late 1950's. It served the dormitories through individual transmitters in each building, eventually evolving into the WPKN-AM of today.

In 1963, a group of students applied for and received an FM license for a 10-watt station in order to reach out beyond the confines of the campus. Two years later, the station increased its power to 100 watts and changed frequencies (from 88.1 to 89.5 MHz) in order to assure further growth.

That growth continued in 1967, when the station's first professional general manager was hired. Spacious, state-of-the-art studios were built into the new wing of the student center building. At the same time, the station's power was increased to 2400 watts. Since 1976, the station has broadcast in stereo, and it increased to 10,000 watts in 1979.

WPKN has, over the past twenty years, established a reputation as one of the nation's premier non-commercial stations. Its programming has been praised for its eclecticism and diversity, and its news and public affairs offerings have been cited for their integrity, thoroughness, and consistency. The station's evening newscast at 6:00 p.m. has a ten-year history of attention to international, national, and local coverage that is of the highest quality.

Today, WPKN offers numerous forms of music not found on commercial radio, forty to fifty locally-originated concerts each year, a wide variety of lectures, seminars, documentaries, and radio dramas. Its "all volunteer" status and the involvement of community volunteers in the training of students and production of special programming have made it a regional resource and a model for non-commercial stations all over the country. As was written in the New York Times, "WPKN has been rewarded with a devoted audience...." At WPKN, radio remains a passionately individualistic affair.

WPKN FM

The FM station, its mission defined by the Federal Communications Commission, provides the greater Bridgeport area with non-commercial broadcasting stressing program diversity not found on commercial FM stations. Beyond its mandated mission, the station, by broadcasting the best of the University's cultural and academic activities, draws attention to the University's many offerings. The station also allows students to gain practical experience in programming and broadcasting in a laboratory setting.

The FM station endeavors to accomplish this by:

Developing and broadcasting programs of broad and diverse cultural and educational interest;

Producing and broadcasting an evening news program utilizing the station's many sources; Reuters, Pacifica, Mutual, etc.;

Broadcasting the University's cultural and educational activities;

Working cooperatively with the university community in developing appropriate programs for broadcasting;

Encouraging student volunteers to participate in programming and broadcasting;

Recruiting and developing a volunteer staff;

Providing production and recording services to the University.

FACILITIES

- The facility of the station is very over-crowded; the News Department must use the Production Studio from Noon until 7:00 p.m. and the rapidly expanding record library has no room for expansion. A separate room for the news operation would increase the production studio's capacity by more than 30%. Some cost will be incurred in minor refurbishing and wiring.

Recommendations

Additional space shall be secured in the Alumni Center for the News Department. The Executive Director of Information Services and the station's General Manager shall work with the appropriate Alumni Center personnel to determine the most suitable site. The space needs should be resolved by the end of calendar year 1984.

Cost estimate 1st Year: To be furnished by
Buildings & Grounds

- The station presently produces all campus special event programming, such as concerts and lectures, using portable equipment. The equipment, while portable, is very heavy and cumbersome and risks being damaged while being transported and on occasion can be in demand for two events simultaneously. The creation of a permanent recording/broadcasting system in the Arts & Humanities Recital Hall would considerably improve production capabilities. The facility would be shared with the Music Department which would utilize the system to record student recitals, master classes, etc. This serves as another example of the cooperation between a unit in Information Services and an academic department.

Recommendation

A recording/broadcasting system shall be installed in the Recital Hall.

Cost estimate 2nd Year: To be furnished by
Buildings & Grounds

EQUIPMENT

- WPKN will seek to upgrade its transmission facilities. By purchasing new equipment and retaining and repairing the old, greater transmitting power and more reliability can be achieved.

Replacement and refurbishment of studio cartridge recorders will be necessary as the present equipment is nearly 20 years old.

Satellite receiving capability will become desirable as news and programs sources become unavailable by the more conventional means.

NOTE: Funds for capital expenses have never been provided by the University. Traditionally, the monies have been raised through on-the-air marathons. These have been conducted only every five years. It is planned that after the Spring 1985 marathon, they will occur every three years, with ongoing "Spot" appeals for donations through the mail. The funds raised will be for capital equipment only. The General Manager and the Vice President for University Relations work closely in this regard.

In conjunction with a fund raising effort, the station plans a listener survey to gather information about the numbers and types of listeners, and their views and preferences regarding the programming.

Recommendations

Funds shall be raised in the Spring of 1985 for the purchase of needed equipment for production and broadcasting:

Compressor/limiter	$ 2,250
STL Microwave transmitter	6,000
3-deck cartridge reproducer	3,200
Reel-to-Reel editing machine	1,200
Microphones, stands, cables	2,000
Production mixer (12 channel)	2,500

Funds shall be raised in the Spring of 1985 for the modification of the antenna to transmit to a larger geographical area in order to increase the audience.

Cost estimate: $500

Funds shall be raised in the Spring of 1988 for other equipment needs which may arise and for satellite receiving equipment.

Cost estimate: $8,000 - $10,000

ACADEMIC SUPPORT SERVICES

The General Manager has worked with several departments providing support and cooperation for various projects. Seminars and workshops in the areas of news production, live music recording and commercial production can be offered. These would complement classroom instruction, enhance students' skills, and would also be a recruitment aid for the volunteer staffing of the station.

Recommendation

The General Manager shall continue to explore avenues of cooperation to provide services to faculty and students.

SPECIAL SERVICES

The expertise of the General Manager and the facilities of the production studio have been utilized for the production of radio commercials, narration tapes, phone messages, etc. This service has enabled the University to effect considerable savings and realize results of excellent quality. (The only costs involved are for blank tapes, reels, and boxes.)

Recommendation

Expertise and facilities for production of University public relations and recruitment materials shall continue to be provided.

OPERATING BUDGET

The operating budget, suffering from the effects of inflation and university reductions, is now at its lowest possible point. The major portion of the budget is for fixed-cost items;

electricity, transmitter site rental, telephone lines. These are items over which the station has no control and this must be taken into account when allocating funds for its budget. (Presently the repair budget is minimal. There is no budget for printing. The General Manager is not given any travel funds, etc.)

Recommendation

The 1984/85 budget shall be increased by at least 10% over and above the expected inflationary increases. This will restore at least a portion of the previous years' reductions.

STAFFING

- The present staffing of a salaried General Manager and a volunteer staff of students and community members is sufficient.

WPKN AM

The AM station, available in the dormitories and dining hall, broadcasts music requested by students, serves as a community calendar by announcing campus events, and serves as a training facility for the FM station.

It accomplishes this by:

Encouraging student participation in programming;

Communicating campus events to students;

Recruiting and training a volunteer staff of a program director and announcers.

FACILITIES

- The AM facilities are sufficient.

EQUIPMENT

- The present equipment is sufficient.

ACADEMIC SUPPORT SERVICES

- Several academic departments would benefit by working with the General Manager to assist students producing and broadcasting programs; one example is developing a commercial news broadcast.

Recommendation

The General Manager shall explore avenues of cooperation with academic departments for the production and broadcast of programs.

STUDENT SERVICES

- Students benefit from the AM station by participating in the development of programs through its volunteer staff, and are aware of campus events through the station's announcements. Students' activities could be featured to a larger degree.

Recommendation

The General Manager shall work more closely with the Campus Information Center to provide a more complete calendar of campus events. The General Manager shall work with the Student Council to feature students' activities.

STAFFING

- The policy of all-volunteer student staffing shall continue.